

Design Standards

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**Greater Dayton Premier  
Management**



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# INTRODUCTION



Greater Dayton Premier Management is a metropolitan housing authority organized and existing under the Ohio Revised Code Section 3735.27, et sep., and is governed by the U.S. Housing Act of 1937, as amended, and subject to regulation under Title 24 of the Code of Federal Regulation. GDPM maintains 75 public housing developments and approximately 4,000 housing choice vouchers throughout Montgomery County, OH. GDPM has received HUD authority to convert its entire public housing program to the Rental Assistance Demonstration (RAD) PBV Program. GDPM has developed a multi-phase - ten year redevelopment plan that involves conversion of all 2700 units.

The mission of GDPM is to “**develop housing solutions** for individuals, seniors and families. We seek to **improve neighborhoods** by offering diverse housing options. We require that our families, employees and partners **demonstrate responsible character**, which strengthens the economic health, vitality, and humanity of the Miami Valley.”

The Dayton Metropolitan Housing Authority d/b/a Greater Dayton Premier Management (GDPM) is the public housing authority and largest affordable housing provider in Montgomery County, Ohio. GDPM owns and manages more than 2,700 affordable housing apartment units. In 2019, GDPM published its Multi-Phase Portfolio Redevelopment Initiative. Over the next several years, GDPM intends to convert all GDPM public housing units to the Rental Assistance Demonstration (RAD) Project-Based Voucher (PBV) Program. During conversion, GDPM intends to rehabilitate a majority of its portfolio.

The enclosed package represents an undertaking by GDPM to standardize design preferences within the affordable housing sector. This packet should be used as a guide to help architects and consultants understand the expectations for design outcome.

In conjunction with its Redevelopment Plan, GDPM seeks to develop and implement overarching design standards and specifications that will be incorporated into all GDPM related rehabilitation and new construction projects. The basic principles when developing these standards include:

- design excellence
- building materials that are high quality, durable and easy to maintain
- economy and cost effectiveness
- environmental sustainability
- creating environments that lead to a better quality of life for GDPM's residents
- seamless integration of GDPM housing within the surrounding community
- attracting the best vendors within our community to work with GDPM

### ***Support Safe, Healthy and Quality Housing for our Residents***

Providing a better quality of life for our residents is a primary GDPM goal and shall be at the forefront of our design guidelines. GDPM's portfolio includes multigenerational, family and elderly/near elderly communities. Design concepts should include factors that support healthy families and are population specific. For instance, design concepts such as aging in place features shall be incorporated into plans for our elderly sites. Improvement at family sites should address the health and safety of residents and their visitors and include such items as encouraging physical activity. GDPM communities should offer features and amenities found in most market rate communities.

After conversion, GDPM intends to have several elderly/near elderly sites as well as numerous family developments. GDPM is willing to implement different standards for its varying populations. For instance, GDPM may incorporate the use of vinyl siding at elderly sites while incorporating the use of fiber cement board at its family sites.

A majority of GDPM developments include fully accessible units for persons with mobility disabilities and unit accessible for persons with hearing or visual disabilities. The site, unit and unit components adhere to the Uniform Federal Accessibility Standards (UFAS). To the extent feasible and practical, GDPM will implement design standards authority wide that meet or exceed the UFAS standards. For example, one minimum design requirement for all GDPM units includes lever-operated door handles. Therefore, for many of the different types of components listed below, GDPM prefers UFAS compliant components.

***Enhance energy efficiency to decrease our carbon footprint and to reduce operating costs***

There is no question that investing in energy efficiency upgrades has the potential to deliver substantial financial, environmental, and health benefits to GDPM and GDPM residents. GDPM may benefit from lower energy bills, reduced maintenance costs, lower vacancy and turnover rates, and higher property values. Residents will realize health benefits while spending less on energy and residents will enjoy greater comfort and financial stability.

When selecting materials, GDPM will first consider materials that reduce the energy-cost burden while also generating other energy, environmental, and economic benefits for the Montgomery County community.

GDPM's design standards to the extent feasible, shall incorporate strategies focused on energy efficiency and environmentally friendly products focused on occupant wellness features that are cost-effective, practical and provide enhanced indoor air quality. Additionally, the strategies employed will focus on GDPM's focus on the sustainability at a larger scale and include a focus on reducing raw material consumption and minimizing our impact on our natural resources – focusing on water efficiency, recycled material content and a focus on minimizing consumption of energy and material waste.

***Promote durable materials that reduce long-term maintenance costs***

Durable materials make for healthier and safer homes and reduce the long-term costs associated with maintenance and repairs. A core principle in implementing design standards is to reduce future maintenance costs. Therefore, product durability is essential.

To the extent feasible, GDPM's design standards shall incorporate materials that have a 30-year Expected Useful Life (EUL) or longer or materials that have a 30-year warranty that covers 75% or more of material replacement cost. Further, materials shall conform to the latest Design and Architectural Standards set forth by the Ohio Housing Finance Agency.

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# DESIGN PROCESS

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*“Enhancing Neighborhoods, Strengthening Communities  
Changing Lives”*

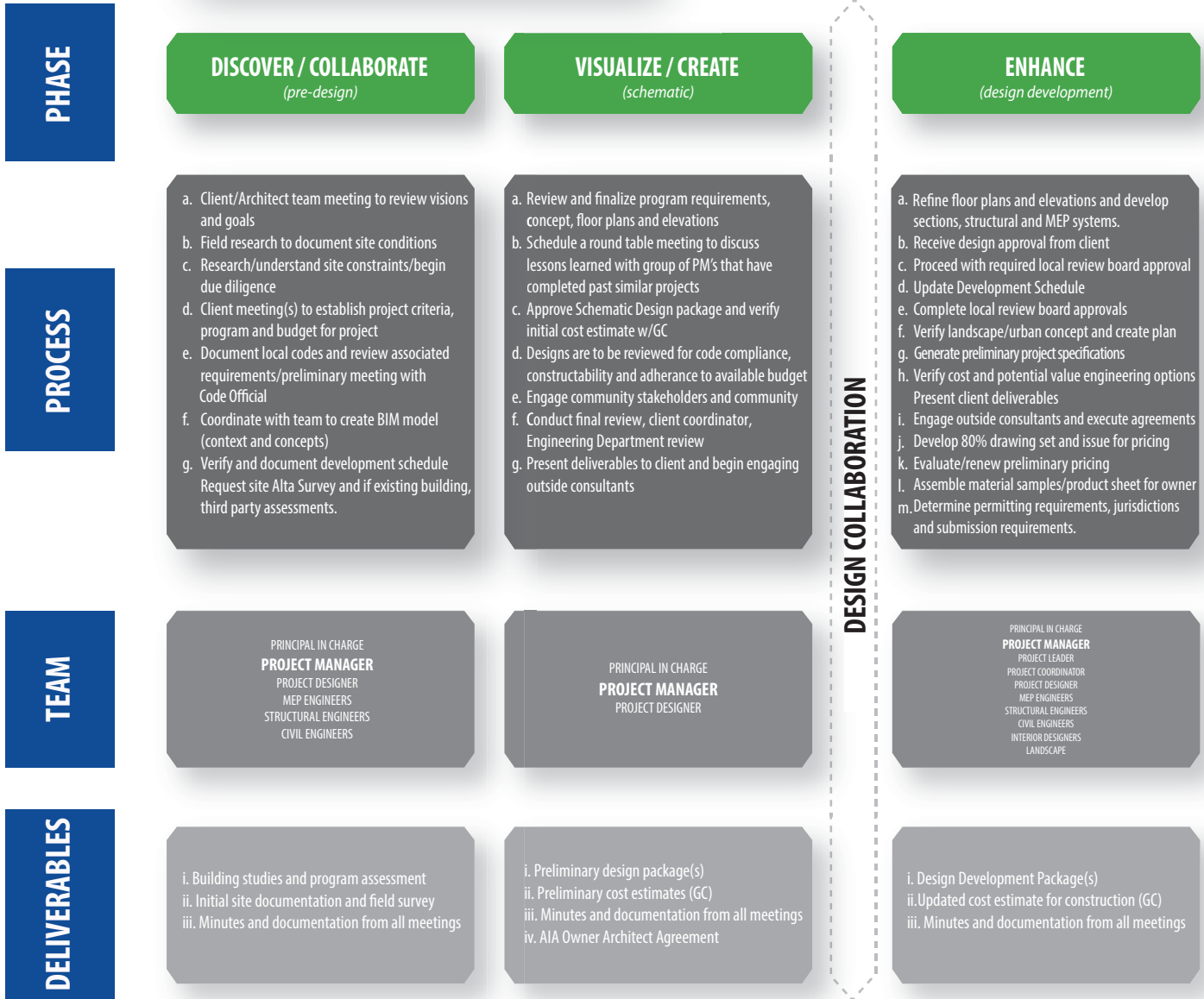
GDPM expects the design team to approach the project by focusing on due diligence. We believe taking time for an early understanding of existing buildings and their many complexities will enable the design team to anticipate what may be encountered during construction and address them in advance, minimizing issues during construction.

Once the project begins, the design team is tasked to lead a full survey of each existing building for the best understanding of building systems and structural conditions in an effort to document every facet that is visually observed. Upon completion of the building survey the design team will work with GDPM to further develop and adjust the building program and undertake a full code analysis and schedule pre-plan reviews with the City of Dayton Building Department. We believe this is a crucial part of the project process, as issues are clearly identified and documented by all parties and solutions can be presented and discussed - further refining scope and budget as document are produced.

Throughout the design documentation process, the design team should utilize 3D renderings, material boards and construction documents (Schematic/Design Documents, etc.) to depict design intent and to refine budgetary constraints. Additionally, the design team should incorporate a QA/QC process throughout the generation of construction documents to ensure a high quality document production.



# The PROJECT PROCESS



DESIGN COLLABORATION

## COMPOSE

(contract documents)

- a. Implement final design changes and value engineering
- b. Coordinate schedule and documents with consultants
- c. Complete contract documents for plan approval and solicitation
- d. Perform QC of OIC documents, coordination of disciplines and client coordination
- e. Submit to client for final review/approval
- f. Generate envelope compliance document (COMCheck)
- g. Present client deliverables

## EVALUATE

(bidding)

- a. Conduct pre-bid conference (if required)
- b. Provide responses to bid RFIs and substitution requests
- c. Issue required changes as addenda
- d. Follow-up and respond to building permit review comments as needed
- e. Receive and evaluate bid proposals
- f. Implement value engineering as needed and issue final construction documents
- g. Present client deliverables

## MATERIALIZE

(contract administration)

- a. Conduct/lead pre-construction conference
- b. Provide responses to contractor RFIs, field issues and submittals
- c. Assist with sustainability administration and documentation (if required)
- d. Coordinate and issue changes
- e. Perform regular on-site observations and issue reports documenting progress and adherence to schedule (as required)
- f. Evaluate contractor and pay requests (as required)

## REALIZE

(closeout)

- a. Issue Record Documents to Owner
- b. Perform punch out inspections
- c. Issue certificate of Substantial Completion
- d. Present client deliverable
- e. Assist with final sustainability documentation

### PROJECT MANAGER

PROJECT LEADER  
PROJECT COORDINATOR  
MEP ENGINEERS  
STRUCTURAL ENGINEERS  
CIVIL ENGINEERS  
INTERIOR DESIGN

PRINCIPAL IN CHARGE  
**PROJECT MANAGER**  
PROJECT LEADER

CONTRACT ADMINISTRATOR  
**PROJECT MANAGER**  
PROJECT LEADER

PRINCIPAL IN CHARGE  
CONTRACT ADMINISTRATOR  
**PROJECT MANAGER**

- i. Construction Document Package(s)
- ii. Permit and bid submission documents
- iii. Minutes and documentation from all meetings
- iv. Sustainability documentation and energy compliance forms

- i. Review documentation including RFIs, Substitutions, Addenda
- ii. Prepare bid tally assessments and evaluations
- iii. Final Construction Documents
- iv. Minutes and documentation from all meetings

- i. Issued documentation including RFIs, ASI's, CCD's, CO's, Submittals and Associated Logs
- ii. Construction Observation Reports
- iii. Review monthly construction schedules
- iv. Marketing materials as requested by the client (AS)

- i. Record drawings
- ii. Final Punch listings per AIA Best Practices
- iii. Minutes and documentation from all meetings
- iv. Operations/Maintenance Manuals from GC or CM
- v. Commissioning and sustainability documents from Green Consultants (as required)

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# ACCESSIBILITY

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GDPM recognizes the challenge of improving accessibility where the majority of buildings and grounds were designed and built before accessibility was a consideration, much less a legal requirement.

To ensure compliance with the accessibility requirements of ICC/ANSI A117.1 (1998) standards; UFAS/Section 504

GDPM aims to modify its apartments to meet accessibility requirements. [UFAS governs accessibility modifications.] Most GDPM apartment conversions will at a minimum entail the following, unless the design team can present technical feasibility restorations.

- Widening of interior doorways to provide 32" minimum clear width.
- Fully-accessible and/or adaptable type 'b' bathrooms and kitchens (except where the structure or dimensions of some bathrooms prevent conversion to full accessibility)
- Adjustments such as providing compliant height light switches, outlets, thermostats, installing audio-visual smoke, CO alarms, etc.
- Accessible routes to the converted apartments

At selected sites, common areas and grounds such as sports and play areas, are to be provided with barrier-free routes and accessible site amenities.

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# CONSTRUCTION PROCESS

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# CONTRACTS

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**GDPM Standard Documents for General Construction:**

General Contractors providing bids on GDPM projects will be required to adhere to the standards set forth by the contract documents, inclusive of the construction drawings and project specification manual, noting that the drawings and project specification manual are not mutually exclusive. As part of the specification manual, the design team will include the A201-2017 General Conditions of the Contract for Construction edited and provided by GDPM. The A201-2017 will provide the terms and conditions under which GDPM, the general contractor and the design team (including but not limited to the architect of record) will work together throughout the building construction process.

## **Bidding and Negotiation Phase:**

Bid Tabulation: General Contractor shall provide bids based on provided bid tabulation form. Alternative formats will not be accepted.

Substitution Request:

1. General Contractor shall be responsible for providing a substitution request prior to the completion of bidding. The architect's office will be responsible for notifying general contractor's of a final deadline to submit all substitution requests. If any substitution requests are received after the deadline, they will not be accepted. All substitution requests will either be accepted or rejected. In instances where substitution requests are accepted, the design team will issue an addendum identifying the substitution. The accepted format will be the CSI Substitution Request Form.
  - a. In the event that the selected products identified within the construction documents are no longer available. The general contractor shall submit a CSI Substitution Request Form (post bid/negotiations) to the design team. The general contractor shall identify the specification title and provide all supporting documentation. The design team will evaluate the proposed substitution and provide a response.

Request for Information (RFI's): General Contractor shall issue RFI's as part of the bidding process when contract documents need clarification or in cases where conflicting information is identified. Design Team shall provide a written response to each RFI received. The design team will establish a deadline for all RFI issuance and responses prior to bidding. In the event additional questions arise post deadline, the general contractor shall assume the most impactful scope and qualify this as part of their document submission.

Addendums: Design team will provide updated documents to provide clarifications in scope/content as RFI's are issued during the bidding and negotiation phases. All addenda shall be considered as part of the contract documents.

## **Owner/Architect/Contractor (OAC) Meetings:**

Project Management: General Contractor shall provide a cloud based project management platform during the construction process. Platforms include but not limited to: Pro-Core, Prolog, or equal. General Contractor shall keep an online copy of all documents uploaded to the cloud based platform including but not limited to project meeting minutes, weather reports, RFI's, Submittals, etc.



General Contractor shall provide the meeting agenda at each OAC meeting, and draft meeting agenda is to be issued no less than 48-hours prior to the scheduled OAC meeting. Agenda to include the following:

1. Updated Project Schedule: This shall be distributed in a 11x17 Microsoft Project Gant Chart or similar. Project updates are to include major milestone dates and all critical path elements. All schedule impacts shall be highlighted on the Gant Chart.
2. Project Documents:
  - a. Project Manpower
  - b. Weather Impact(s)
  - c. Permit Status
  - d. Request for Information Log: Open and Closed
  - e. Submittal Log: Open and Closed; Identify Critical Path
    - General Contractor shall issue a submittal at the project kickoff meeting which identifies all submittals and a schedule for the project
  - f. Potential Change Orders (PCO's) – or similar
    - Identify and review each potential change order including all supporting documentation from the general contractor and associated trades
  - g. Change Orders:
    - Provide signed and notarized change orders. Please note these must be pre-approved prior to the OAC meeting.

#### Contractor Payment Requisitions – AIA G702

1. Pencil/Draft Copy shall be provided no less than 72-hours prior to the OAC/Draw Meeting. Supporting documentation shall be included as part of the submittal, inclusive of all signed mechanic lien waivers.
  - a. Design and Development team will have 36-hours to respond to the General Contractor upon receipt of the Pencil/Draft Copy.
2. Stored Materials: General Contractor can bill for construction product/materials stored off-site as part of the AIA G702 document. General Contractor shall provide adequate supporting documentation for review by the design and development team.
  - a. Detailed Photography of Product(s) stored off-site.
  - b. General Contractor shall provide a copy of all invoiced material
  - c. General Contractor shall provide a copy identifying the Certificate of Insurance
3. General Contractor shall provide a minimum of four (4) originally executed AIA G702 documents for execution at the OAC/Draw Meetings. All supporting documentation will be required at the time of the payment requisition being executed.

Reporting: General Contractor shall provide a project report a minimum of once a week. Weekly report shall identify significant project updates, impact to budget and provide photo documentation of progress.

**Vendor Disclosures**

Vendor must provide disclosure of any pending or threatened court actions and/or claims against the Vendor. This information may not cause rejection of the proposal; but withholding the information may be cause to reject the proposal.

**Conflict of Interest**

No vendor will promise, or give to any GDPM employee anything of value that could influence that employee in their decision on awarding contracts. No vendor will try to influence an employee of GDPM to violate any procurement policies of the agency, the Ohio Revised code, or Federal Procurement Regulations.

**Examination of the RFP**

Vendors are expected to be familiar with the entire RFP. The vendor is expected to respond to the RFP in a manner that makes it clear they understand and have responded to all sections of the RFP.

If a vendor discovers any mistakes or omissions in the RFP they must notify GDPM’s Contact Person in writing. Clarifications and corrections will be sent to all vendors who have registered with the agency for the RFP.

**Changes to RFP**

Changes will be posted at [www.gdpm.org](http://www.gdpm.org)

**Holidays**

GDPM recognizes the following holidays for its employees:

- |                                  |                        |
|----------------------------------|------------------------|
| New Year’s Day                   | Labor Day              |
| Martin Luther King, Jr. Birthday | Veteran’s Day          |
| President’s Day                  | Thanksgiving Day       |
| Good Friday                      | Day after Thanksgiving |
| Memorial Day                     | Christmas Eve          |
| Independence Day                 | Christmas Day          |

**TERMS & CONDITIONS**

The RFP and the commitments made in the selected proposal will become contractual obligations, if a contract ensues. Failure to accept these obligations may result in cancellation of the award.

**Type of Contract**

The evaluation of proposals in response to this RFP may result in the issuance of a contract. The contract will incorporate the requirements of the RFP, GDPM’s mandatory General Terms and Conditions, and the Contractor’s Fee Proposal, item specifications and warranty information. No other Contract forms will be necessary.

**Contract Period**

The term of agreement shall commence upon contract execution. GDPM and the selected Vendors shall enter into a five-year agreement,

## PROPOSAL SUBMISSION

### **Preparation of Proposal**

Proposals must provide a clear picture of the Respondent's and proposed material's qualifications to provide the services and/or meet the goals required in the RFP. The vendor should respond to the RFP instructions and requirements.

All proposals become property of GDPM. All proposals will be considered public information and will be open for inspection.

### **Proposal Development Cost**

The cost of creating proposals is the responsibility of the Respondent and shall not be chargeable to GDPM. The vendor must guarantee the pricing listed in the proposal will remain in effect for a minimum of 180 days after the proposal date.

### **False or Misleading Statements**

Proposals containing false or misleading statements may be rejected.

### **Vendor Representative's Signature**

Vendor Representative's Signature an officer of the Respondent, who is legally authorized to enter into a contractual relationship on behalf of the Respondent, must sign the submission package. The Respondent(s) must affix the organization's corporate seal to these documents. In the absence of a corporate seal, a Notary Public must notarize the submission package signature. The signature must indicate the title or position the individual holds in the Respondent's organization. Any and all unsigned proposals will be rejected.

### **Delivery of Proposals**

- One bound original and four (4) complete, bound copies (5 total copies). The original should be marked "original" and copies marked "copy";
  - All bound copies must be tabbed and include a table of contents, along with an executive summary;
  - All bound copies should state the Respondents name, address, telephone number, e-mail, due date and RFP title.
- One electronic copy via USB/Flash Drive.
- Submit proposals to GDPM's Contact Person and address listed on the cover page of the RFP.

The completed proposal package must be received by \_-\_\_\_\_\_. A receipt will be issued for all proposals received. Proposals received after the deadline will not be considered. If mailed, the vendor should use certified or registered mail, UPS, or Federal Express with return receipt requested. Faxes or electronically mailed proposals will not be accepted.

All Respondents must carefully review their final proposals. Once opened, proposals cannot be modified; however, GDPM may request information or respond to inquiries for clarification purpose only.

All Respondents submitting must agree to honor the terms and conditions contained herein for a period of one-hundred and eighty (180) days.

### **Acceptance and Rejection of Proposals**

GDPM reserves the right to accept or reject any or all proposals, to take exception to the RFP specifications, or to waive any formality. Respondents may be excluded from further consideration for failure to comply with the specifications of this RFP. The recommendation of GDPM staff, GDPM Chief Executive Officer and GDPM's Board of Housing Commissioners shall be final.

### **Withdrawal of Proposal**

Proposals may be withdrawn by written request submitted by the Respondent prior to the RFP opening date. Negligence on the part of the Respondent in preparing the required documents confers no right of withdrawal or modification of proposal data after such documents are opened.

### **Evaluation and Award of Contract**

When awarding this Contract, GDPM will consider price and other factors as outlined within this solicitation. GDPM will select the highest-ranked respondent(s) based upon the evaluation factors outlined in the RFP (see Evaluation Criteria).

*GDPM reserves the right to waive any minor irregularity or technicalities in the proposals received. GDPM reserves the right to award without discussion(s) and may make an award to multiple vendors. The QBS process will involve the ranking of Respondents by the appointed GDPM evaluation committee.*

*The review process will be conducted in four parts.*

**Product Demonstrations:** Proposers shall be notified of a formal product demonstration with GDPM staff. Demonstrators shall provide GDPM with a formal 30-minute demonstration of product(s) outlining the following items followed by a 15-minute question and answer session by GDPM staff:

- Product Performance: Focusing on durability of product and advantages for maintenance staff
- Product Availability: Lead Time
- Warranty Period: Focusing on EUL
- Product Unit Cost: Provide information about setting up an account for GDPM

### ***Preliminary Proposal Review***

The preliminary review will consist of a review to be sure the proposal meets the minimum requirements specified in the RFP. Proposals not meeting the minimum requirements will be disqualified.

Proposals must meet the following requirements:

- The proposal must be received at the address indicated in the RFP no later than \_\_\_\_\_. Proposals not received at the designated address by the specified date will be rejected.
- Required number of copies submitted.
- Proposal signed by authorized vendor representative.
- Proposals that pass the initial review will be considered valid proposals and proceed to the final review; those that do not, will be rejected.

### ***Initial Review***

- All valid proposals will be reviewed, evaluated, and rated by the Review Committee. The Review Committee will be composed of GDPM staff and may include recommendations from a third-party architect.
- The Review Committee will evaluate each proposal against the criteria in the RFP. During the review, the Committee may request additional information from the Respondent. Such requests and subsequent responses must be in writing.
- All qualified proposals shall be reviewed by the Review Committee using a standard Proposal Review Evaluation Rating Sheet tailored specifically for this RFP. The number of evaluation points for each Evaluation Factor is detailed in the Evaluation Criteria.
- Top ranked Respondents may be asked to appear for an interview or conduct a presentation.

### ***Final Review/Negotiations***

The Review Committee may request information from sources other than the written proposal to evaluate Respondents qualifications. Other sources of information may include oral presentations by Respondents, written responses to clarifying questions posed by the Review Committee, and references. GDPM may award the contract based without discussion or negotiation and based upon the initial offers received.

The Review Committee's Evaluation Sheets will be tabulated into one document and organized by highest to lowest score. The list will be maintained on file by GDPM.

**EVALUATION CRITERIA**

The evaluation criteria to be used in reviewing proposals and their respective weights are as follows: <to be completed>

NO.	FACTOR		MAXIMUM POINTS
1			25
2			25
3			25
4			25
<b><u>11 Section 3</u></b>			
<b>Category 1 Business</b>	15 pt.	51% or more of the business is owned by public housing residents of a specific public housing community for which the Section 3 covered assistance is expended	<b>15</b>
<b>Category 2 Business</b>	12 pt.	51% or more of the business is owned by residents of a public housing community or communities within GDPM for which the Section 3 covered assistance is not being expended.	
<b>Category 3 Business</b>	9 pt.	<ul style="list-style-type: none"> <li>• 51% or more of the business is owned by Section 3 eligible residents and/or</li> <li>• Will subcontract in excess of 25% of the total amount of subcontracts to category 1 or 2 Section 3 businesses</li> </ul>	
<b>Category 4 and 5 Business</b>	6 pt.	Full time, permanent workforce includes 30% or more of Section 3 eligible residents. An entity selected to carry out HUD Youth Build program in Montgomery County in which Section 3 covered funding is expected	
<b>Category 6 Business</b>	3 pt.	Joint venture with inclusion of Section 3 business is a form of organization where: Section 3 business is responsible for a clearly defined portion of the work to be performed, holds management responsibilities in the joint venture, performs at least 25 percent of the work and is contractually entitled to compensation proportionate to its work.	
<b>Total Maximum Points</b>			<b>115 Points</b>

**PROPOSAL FORMAT**

Please refer to the “Delivery of Proposals” section for specific instructions on the number and type of proposal copies to submit. To simplify the process for evaluation, and to assure each proposal receives the same review, all responses must be submitted in the following format. Proposals must contain all the items listed

Proposal sections must be numbered corresponding to the following format and lettering: <to be updated>

## TABLE OF CONTENTS

### A. LETTER OF TRANSMITTAL /EXECUTIVE SUMMARY

A letter of transmittal (preferably on letterhead) bearing the signature of an authorized representative of the firm and the name(s) of the individual(s) authorized to negotiate services and costs with GDPM.

### B. PROFESSIONAL QUALIFICATIONS, EXPERIENCE, TECHNICAL COMPETENCE & CAPACITY OF THE TEAM.

Information regarding the company: size, structure, history and any relevant certifications as Minority-owned, Female-Owned, Small, Disadvantaged Business Enterprise or as a Section 3 business. Indicate qualifications in collaborating with non-profit, as well as MBE and Section 3 organizations. Submit an organization chart for the Respondent.

Resumes of the key individuals (staff to be assigned to work with GDPM) should be included with a description of the responsibilities that they will be required to perform. GDPM is interested in assessing the capacity and capability of teams and their ability to perform. Additionally, GDPM will assess the capability of the project manager, the lead individuals in each discipline, and the design team.

The Design Professional's personnel identified are to be considered essential to the work effort. Prior to diverting or substituting any of the specified individuals, the Contractor shall notify GDPM reasonably in advance and shall submit justification, including proposed substitutes, in sufficient detail to permit evaluation of the impact on the Contract. No diversion or substitution of key personnel shall be made without prior written consent of GDPM.

All proposed members of the team must be identified, indicating their specific contribution to the team. Respondents are encouraged to include a team of specialists for all components of a project as defined in the scope of services. Ultimately, the identified team leader will be held responsible for the performance of all members of the development team.

Descriptions of relevant experience should be provided for each member of the development team. Descriptions should include:

- Prior experience of the individual project team members, education, position in the firm, years within the firm and experience acquired, continuing professional education, state(s) in which licensed (if applicable).
- Overall supervision to be exercised, including procedures for managing subcontractors

Include information that addresses all questions and information detailed in Factor 1 of the Evaluation Criteria. State specifically your intended practices addressing the materials in the "Scope of Services." Please cite previous examples of providing such services and your organization's commitment to meeting or exceeding the expectations and duties set forth.

C. PROPOSED FEE AND BREAKDOWN

See Factor 3 of the Evaluation Criteria.

D. REFERENCES

GDPM prefers that Respondents submit at least 3 references for the team leader and 3 such references for each of the other major team participants. Provide a list of past or current projects where the proposed development team has demonstrated its qualifications in any or all the activities requested under this RFP. The list must include the name, title, organization, address, telephone, and email of the person most familiar with the work completed. Items F & G can be combined in one document.

E. INSURANCE

A statement of liability insurance from an accredited insurance company/agent is required. Coverage must in amounts set forth in GDPM's General Terms and Conditions.. In this section, please include evidence that the Architect organization is currently registered in the State of Ohio and carries Errors and Omissions insurance.

F. EXHIBITS

All other required information is set forth by each of the following exhibits. Please tab and label each exhibit individually. Any Exhibits left out are not required.

Exhibit A

HUD Form 5369-C Certifications and Representations of Offerors (Be sure to fill in completely.) This form must be completed by any/all subcontractors.

Exhibit B

Minority Business Enterprise (MBE/WBE/ (DBE/SBE)/EDGE/VBE) Utilization (You must read this form prior to proposal submittal; however it is to be filled out as applicable, only if using subcontractors)

Exhibit C

Section 3 Compliance and Goals, Certification, Clause and Sample Plan (You must read and fill out this form prior to proposal submittal)

Exhibit D

Non-Collusive Affidavit and Disclosure Statement

Exhibit E

Equal Employment Opportunity Affirmative Action Statement (Be sure to fill in completely.)

Exhibit F

Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion



Exhibit G  
Certification for a Drug-Free Workplace

Exhibit H  
.Statement of Bidder's Qualifications (You may use your own paper and format, so long as you follow the numbering as given...the form must be notarized)

Exhibit I  
Reference Release Forms (5) (Do not list any person with GDPM as a reference.)

Exhibit J  
Form of Proposal, Signed Acknowledgment of GDPM General Terms and Conditions, and signed HUD 51915 Model Agreement between Owner and Design Professional.

Exhibit K  
Fee Proposal Submission Form

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# SITE

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***Support Safe, Healthy and Quality Housing for our Residents***

The safety of residents and their visitors should be addressed through out the design process and site improvements. The design team should use landscaping to enhance the sense of security through the addition of element site amenities such as, visual clearances, and site lighting.

Improvements at family sites should address the health and safety of residents and their visitors and include site items that encourage physical activity.

In addition to address the above goals, the products submitted must meet the following minimum guidelines:

- Component and materials requirements set-forth in the current Ohio Housing Finance Agency Design and Architectural Standards;
- Meet the standards set forth in the Ohio Development Services Agency Housing Rehabilitation Handbook;
- If applicable, must meet ICC/ANSI A117.1 (1998) standards; UFAS/Section 504
- Sustainability Certification: Design team shall evaluate the proposed structure and determine the most efficient sustainability certification process
  - a. LEED for Homes Silver
  - b. Enterprise Green Communities
- Cost Containment
- Lead Time Consideration

Sitework scope shall be described by the Civil Engineer, including:

- Clearing and site demolition, including removal of existing structures
- Site layout and dimensions
- Site grading, including retaining wall requirements, site stormwater and utility locations
- Erosion and sediment control requirements
- Misc. improvements, including trash container enclosure and pergola for open space areas

Demolition:

- All demolition waste and construction debris shall become the property of the contractor unless otherwise designated and shall be removed by the contractor and disposed of offsite in a state approved waste site in accordance with all local and state codes and permit requirements. Take care to protect utilities that are to remain. Repair damage according to the appropriate utility company standards and at the contractor's expense
- All utility disconnection, removal, relocation, cutting, capping and/or abandonment shall be coordinated with the appropriate utility company/ agency.
- The burning of cleared material and debris shall not be allowed.
- Erosion and sediment control measures around areas of demolition shall be properly installed per approved sediment and erosion control plan and function properly.

Site Layout:

- The design team shall check existing grades, dimensions, and inverts in the field and report any discrepancies to the owner's representative immediately upon discovery.
- The design team shall verify the exact location of all existing utilities, water service, sanitary sewer taps. Protect utilities that are to remain. Relocate existing utilities as indicated, or as necessary for construction.
- Provide a smooth transition between existing pavement and new pavement. Field adjustment of final grades may be necessary. Install all utilities prior to installation of paved surfaces.
- Site work concrete walks and equipment pads shall have a broom finish to all surfaces. Site work concrete shall be air entrained, class "A" (4,000 PSI @ 28 days) unless otherwise noted. The Contractor shall produce mock-up of three levels of finish for Owner review and selection.

Site Grading:

- Refer to and follow the recommendations of the geotechnical report prepared for this project.
- Earthwork shall include clearing and grubbing, stripping and stockpiling topsoil, mass grading, excavation, filling, undercut and replacement, if required, and compaction. Excavation is unclassified.
- Contractor to refill undercut areas with suitable material and compact as recommended by the geotechnical engineer.

Landscaping: Use native plants or plants suited to the local climate for water conservation. Designers are encouraged to specify plants that are non-invasive, attractive, and low-maintenance. Landscaping shall be described by the Landscape Architect, including:

- Finish grading the site to provide positive drainage away from structures and in compliance with local codes, no grades shall exceed 15% slope. Extreme site conditions and areas requiring steeper slopes must be reviewed with the Owner, and the design team. Contractor shall finish site grading with a “rock hound” or rake to remove rocks and stones as much as is practical prior to seeding.
- Plantings shall include trees, shrubs and perennials, using native and/or locally adapted species.
- Landscape plan design is assumed to align with an allowance to be provided by the Contractor and approved by the Owner.

Radon:

- Contractor to test for radon. If required, Install a passive labeled radon / soil gas vent system per the latest EPA standards. If radon is present, the system must be activated.
- Where applicable: 4” diameter perforated PVC drain tile with 4” of filter material around pipe. Prefabricated fittings as required shall be used.
- Filter material shall be washed, crushed stone or gravel.

Signage: Design team shall provide design solutions that standardize signage for GDPM properties. Focus of design solutions to factor single family and multi-family housing developments.

- a. Single Family Housing: Exterior Address Numbers
- b. Multi-Family: Monument Sign, Dwelling Unit Signage, Wayfinding, Miscellaneous Signage throughout. Multi-family interior signage shall conform to accessibility requirements.

Exterior Lighting: Exterior lighting is required for the safety of residents and visitors. The exterior lighting should be located on pedestrian paths, near seating, play and athletic areas, in parking lots and along vehicular circulation paths, at building entrances, and on building facades.

Seating: Seats with backs and armrests ensure comfort and safety. For most developments, benches should be located near trees, shade, and other gathering areas.

Bicycle Racks: Install bicycle racks near entrances and pedestrian routes, and in high-visibility areas not blocked by plants or other amenities.

Playgrounds: Playgrounds should support a full range of social, physical, and educational opportunities for children of different ages and abilities, while also offering a comfortable environment for their families and caregivers.

Locate all playgrounds along accessible routes. Provide adequate room for circulation by the non-ambulatory among pieces of play equipment.

7.0

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# BUILDING EXTERIORS

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***Enhance energy efficiency to decrease our carbon footprint and to reduce operating costs.***

Rehabilitation work must focus on repairing the effects of long-term wear and deferred maintenance. Repair to roofs, facades, and windows must occur to prevent water entering from the exterior. Bringing exteriors to a state of good repair with better sealed building exteriors will ensure interior improvements are preserved and not wasted.

When selecting materials, GDPM will first consider materials that reduce the energy-cost burden while also generating other energy, environmental, and economic benefits for the Montgomery County community. Higher standards for insulation, windows, and other envelope elements can substantially lower GDPM energy bills and operating costs.

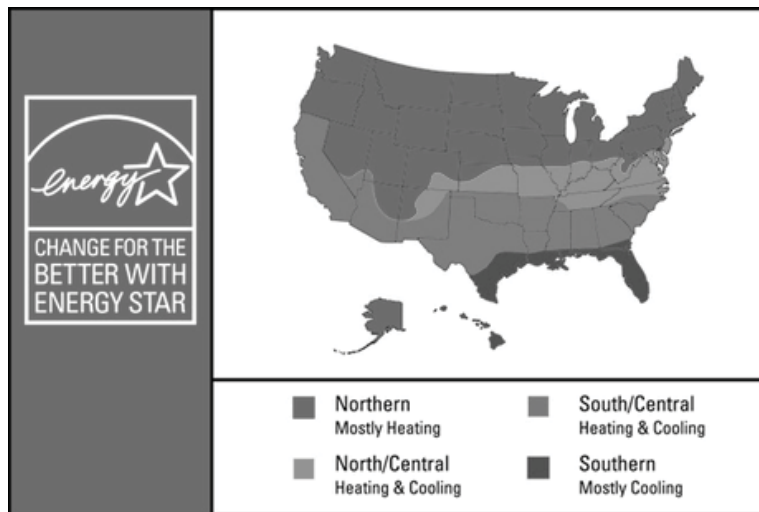
**Facades:** For all masonry rehabilitation work below, designers must first test a sample area of the existing wall to ensure new masonry matches structural characteristics of the original brick and mortar.

- a. **Pointing:** Masonry walls frequently deteriorate at the mortar joints. When this happens, loose and damaged mortar must be thoroughly removed from the joints and replaced. Improper pointing can compromise the structural integrity of the masonry and undermine the performance of the facade. New mortar must match original mortar in compressive strength, vapor permeability, color, texture, and tooling.
- b. **Brick Replacement:** In addition to matching in structural characteristics, new masonry must also match the original in color, texture, and size. Create the brick and mortar reference mock-up by cleaning an area. Ensure replaced brick and mortar match the cleaned patch of the wall.

**Windows:** Proposer shall identify product line solutions for both new and retrofit conditions on single family and multi-family structures. Proposer shall propose windows that meet standard use and accessibility compliant windows. Window construction shall be durable – proposer shall identify a window line and material that remains compliant with OHFA housing standards and sustainability requirements.

- a. **Base Line Sustainability Requirements:** NFRC ratings Meet or Exceed Energy Star Requirements for Homes National Builder Option Package that comply with Figure 4 below.

**Figure 4:** Zones for Window Specifications





**Table 18:** ENERGY STAR Requirements for Windows and Glass Doors

	Metric	Northern	North Central	South Central	Southern
EA 4.1: Good Windows (prerequisite)	U-factor SHGC	≤0.35 Any	≤0.40 ≤0.45	≤0.40 ≤0.40	≤0.55 ≤0.35
EA 4.2: Enhanced Windows (optional, 2 points)	U-factor SHGC	≤0.31 Any	≤0.35 ≤0.40	≤0.35 ≤0.35	≤0.55 ≤0.33
EA 4.3: Exceptional Windows (optional, 3 points)	U-factor SHGC	≤0.28 Any	≤0.32 ≤0.40	≤0.32 ≤0.30	≤0.55 ≤0.30

Thermal and Moisture Protection: Contractor to examine all existing siding, downspouts, louvers and windows .

- Examination of existing drip edge, gutters, and downspouts must occur. Designer to assess if removal, replacement or reconnection of drainage system is required.
- Insulation must meet R-49 minimum as required by IECC2015. Designer to assess if existing insulation is required to be removed and replace.

8.0

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# BUILDING INTERIORS

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***Promote durable materials that reduce long-term maintenance costs***

Interior renovations are typically planned for a large number of apartments in a development at once, often as part of an even larger upgrade that includes building systems nearing ends of their useful lives. The key to success in the projects is to take a collaborative approach and engage resident associations, property managers, and operations staff early in the design process to help identify priorities and solutions.

The design standards are established to ensure durability and cost-effectiveness while also enhancing comfort and aesthetics.

Appliances: Design team shall identify solutions that will standardize appliances for GDPM properties. Design team shall focus on providing residential quality appliances that meet Energy Star Ratings – Refrigerators, Dishwashers (6.0 gallons or less per cycle), Garbage Disposals, Range Hoods, Clothes Washer (Modified Energy Factor greater than or equal to 2.0 and Water Factor less than 5.5) and Dryers. Ranges and Microwaves are exempt from Energy Star requirements. Design team shall provide appliance packages for standard dwelling units and ANSI Type A, ADA and Section 504 Compliance.

Interior Doors: Design team shall identify solutions that will focus on single family and multi-family doors. All dwelling unit interior doors shall conform to OHFA housing standards for engineered composite core doors (no hollow core doors are permitted).

- a. Minimum Standards: Doors shall conform to one of the following items: FSC Certified, include Recycled Content (25% postconsumer recycled content), and/or be constructed using reclaimed wood.

Cabinetry: Design team shall identify solutions that will focus on single family and multi-family cabinetry. All cabinets shall conform to OHFA housing standards and accessibility requirements – design team to ensure cabinetry options include removable front cabinet conditions, plumbing shields for anti-scald protection and accessible height countertops.

- a. Minimum Standards: Cabinets shall conform to one of the following items: FSC Certified, Recycled Content (25% postconsumer recycled content), constructed using reclaimed wood and/or must not contain added urea formaldehyde resins (composite cabinetry).

Door Hardware: Design team shall identify solutions that will provide standardized hardware products for GDPM properties, which include single family housing and multi-family housing units which may include business occupancy (support for building occupants). Items of consideration:

- Medium Duty Hardware Lever Style Hardware (accessibility compliance)
  - i. Mortise vs. Cylindrical Hardware Sets
- Keying Solutions:
  - i. Master Key for each Property
  - ii. Removable Core Hardware Sets
- Electrified Hardware: Identify opportunities for enhanced building security and access control while remaining code compliant.

Paint: GDPM is seeking to standardize all paint and finishes in their property portfolio. Proposer shall identify product line that focuses on providing a durable and environmentally (Low to No-VOC) paint material. Proposer shall identify opportunities to address all interior and exterior painting solutions – focusing on a variety of material conditions (gypsum board, plaster, masonry, concrete, etc.). Refer to table below for LEED for Homes Requirements:

**Table 25:** Standards for Environmentally Preferable Paints and Coatings

Component	Applicable standard (VOC content)	Reference
Architectural paints, coatings and primers applied to interior walls and ceilings	Flats: 50 g/L Nonflats: 150 g/L	Green Seal Standard GS-11, Paints. 1 <sup>st</sup> Edition. May 20, 1993
Anticorrosive and antitrust paints applied to interior ferrous metal substrates	250 g/L	Green Seal Standard GC-03, Anti-Corrosive Paints, 2nd Edition. January 7, 1997
Clear wood finishes	Varnish: 350 g/L Lacquer: 550 g/L	South Cost Air Quality Management District Rule 1113, Architectural Coatings
Floor coatings	100 g/L	
Sealers	Waterproofing: 250 g/L Sanding: 275 g/L All others: 200 g/L	
Shellacs	Clear: 730 g/L Pigmented: 550 g/L	
Stains	250 g/L	

<b>Sealant Primers</b>	
Architectural nonporous	250
Architecture porous	775
Other	750

**Flooring:** GDPM is seeking alternatives to flooring. Based on program restrictions, carpet flooring is not permitted on ground floor units and common spaces – carpet usage is limited. GDPM is seeking environmentally friendly, durable and maintenance friendly solutions. Proposers shall provide cost effective solutions that address a variety of conditions – dwelling units, common areas, support spaces, utility spaces, etc. Items of consideration:

- a. Luxury Vinyl Plank/Tile Flooring (LVP/LVT): Material shall be compatible with a variety of substrates – wood sheathing, gypcrete, concrete, etc.
- b. Vinyl Composite Tile (VCT): Material shall be compatible with a variety of substrates – wood sheathing, gypcrete, concrete, etc.
- c. Carpet: Green Label Carpet
- d. Adhesive Applications must conform with standards set forth below:

	<b>Applicable standard (VOC content, g/l less water)</b>
<b>Architectural applications</b>	
Indoor carpet adhesives	50
Carpet pad adhesives	50
Wood flooring adhesives	100
Rubber floor adhesives	60
Subfloor adhesives	50
VCT and asphalt adhesives	50
Drywall and panel adhesives	50
Cove base adhesives	50
Multipurpose construction adhesives	70
Structural glazing adhesives	100

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# **MECHANICAL, ELECTRICAL & PLUMBING SYSTEMS**

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The repair and replacement of mechanical, electrical, and plumbing (MEP) equipment and systems constitutes one of the biggest challenges for resident comfort and operational efficiency.

Heating & Hot Water: New heating and cooling equipment must be sized using ACCA Manuals J and S or ASHRAE handbooks. New DHW systems shall be sized on the basis of ASHRAE guidelines and/or metered data from the system to be replaced.

Design and install heating and DHW systems so that, in case of emergency, their operation will not be grossly affected. Locate heat and DHW equipment above flood elevation.

Ventillation: Properly-sized and balanced exhaust fans remove moisture-laden air, lowering the potential for mold growth and odor accumulation.

In-apartment ventilation must meet ASHRAE 62.6 standards.

Plumbing: Designer to assess the requirement to replace existing kitchen faucets with low flow faucet.

1. Provide ADAAG / UFAS compliant fixtures at public restrooms and accessible units. Include insulation for plumbing traps and water lines where exposed and where removable base cabinets are provided.
2. All Cold Water (CW) / Hot Water (HW) piping shall be Copper or PEX. PEX piping shall run individually to each fixture from manifold.
  - All domestic water pipes, except for PEX piping, shall be insulated. (PA)
  - Type K Copper shall be used for below grade piping. Type L Copper or PEX shall be used for above ground piping. CPVC, polybutylene, Type M Copper piping shall not be used for water distribution.
  - PEX may be used below floor slabs of slab on grade but must meet the requirements listed in 13.08 of the IHDA design criteria. (IL)
3. Public sanitary piping shall be in PVC.
4. Water Heater Efficiency:
  - Electric water heater shall have a minimum Energy Efficiency rating of 0.92
  - Gas fired water heaters shall have an EF equal to or greater than 0.67
  - Instantaneous gas water heaters shall have an EF equal to or greater than 0.82
5. No plumbing should occur in an exterior wall. If plumbing in the exterior wall cannot be avoided, a furred out wall and insulated space for plumbing shall be provided.

Fire protections: provide NFPA-13R compliant system throughout all apartment buildings. System shall be designed by fire protection Subcontractor. Shop drawings shall be submitted to building department for review.

1. A wet sprinkler system for the entire building and dry system for any open parking garage.
2. Sprinklers in living areas will be of the Quick Response type.
3. Fire pump will be reviewed if water flow test will indicate flow and pressure below required levels.
4. Sprinkler contractor will produce sprinkler piping layout.



Electrical:

1. All common area lighting for interior and exterior spaces to comply with code.
2. Provide panel boards for each unit as required.
3. Provide new receptacles and feeds for equipment as required.
4. Each unit to have a separate minimum 100 amp service or sized as needed.
5. All fixtures shall be LED type. (10,000-hour minimum life)
6. Provide hard wired interconnected with battery backuo unit smoke detectors and CO detector.

Sight Lighting:

1. Parking lot poles and sidewalk poles to be selected and spaced to meet the community design criteria for "Dark Skies" and property line "Cut-Offs"
2. All lighting to be controlled to turn on by photocell or time clock and turn off by time clock. Some lights can remain on for minimum illumination by separate circulating and turned off at daylight. All lighting shall be LED type.
  - Exterior lights shall be controlled by photocells.
3. Fixtures to be selected to compliment community style.
4. Facility signage monument to restrict illumination to monument only