

Request for Qualifications for Professional Services

Issued on March 22, 2016

Qualifications due by 3:00 pm, Friday April 22, 2016

IFF is seeking qualified professional services firms interested in working on construction projects for local nonprofit organizations including early childhood education providers, charter schools, health care clinics and community organizations. IFF anticipates a significant volume of projects in 2016 and needs to prequalify appropriate vendors for projects. The projects are both residential and commercial with project budgets ranging from \$10,000 to \$250,000 for small renovation projects to more than \$500,000 for extensive rehabilitation and new construction. Expected professional services needed include, but are not limited to:

- Architectural Design
- Environmental Assessment & Abatement
- Appraisals
- Surveying
- Cost Estimating

Once qualified, vendors will be placed on an approved vendor list for use by IFF's clients. Projects including construction budgets, funding sources and scope of work will vary by IFF client.

ABOUT IFF

Formed in 1988, IFF is one of the nation's leading nonprofit community development financial institutions (CDFI) serving nonprofits in the Midwest, with a focus on those that serve low-income communities and special needs populations. IFF strengthens nonprofits and their communities through lending and real estate consulting. With total managed assets of more than \$270 million, IFF is able to help nonprofits finance, plan, and build facilities that are critical to their mission and success. Since inception, IFF has been a trusted partner to nonprofits in every sector, including arts and culture, health care, education, childcare and housing. In 2014, IFF expanded by opening its Eastern Region office, located in the historic Fisher Building in Detroit, Michigan. IFF now operates throughout the Midwest in Illinois, Indiana, Iowa, Missouri, Minnesota, Wisconsin, Michigan, and Ohio. Since 1990, IFF's Real Estate Services have increased capacity by renovating or constructing more than 500,000 square feet of space. More information about IFF can be found at www.iff.org.

SUBMISSION REQUIREMENTS

Firms are requested to submit qualifications including, at a minimum, the following:

1. Cover letter signed by an authorized agent of the firm
2. Firm Information
 - a. Name of firm
 - b. Address of firm
 - c. Telephone and fax numbers
 - d. Primary contact

- e. Firm history, organizational structure, and resources
 - f. Annual revenues
3. Management and Key Team Background
- a. Management Resumes
 - b. Key Subcontractors/Trade Relationships
 - c. Trades that can be self-performed
4. Please identify all services and/or specializations offered by your firm (e.g., architectural, engineering, surveying, environmental, legal, etc.)
5. Relevant Project Experience
- Please list a minimum of three projects completed by your firm in any of the following categories: 1) Early Childhood Education/Child Care, 2) Charter Schools, 3) Health Care Centers, 4) Community Centers, and 5) Housing – Single family or multi-family. For each project, please include:
- a. Name and location
 - b. Project description including completion date
 - c. Photographs and site plans (if applicable)
 - d. References from project clients, including email and phone contact information
6. Please describe your experience with any federal funding on projects, including experience with relevant regulations (Davis/Bacon, Section 3, etc.)
7. Certifications and Licenses
- a. Please list any local, state or federal certifications including but not limited to MBE and DBE
 - b. Please identify any local, state or federal licenses to complete areas of interest identified in Requirement #4.
 - c. Please identify the number of staff, if any, that are LEED certified
 - d. Please identify any other relevant certifications and/or licenses related to the potential scope of work
8. Types and limits of current insurance coverage
- Please attach copies of any current insurance policies.

SELECTION FOR PRE-QUALIFICATION

Outlined below is the timeline for review and approval of vendors

April 22, 2016: RFQ response deadline

April 25-May 6 2016: RFQ responses review period

May 9- May 20 2016: In-person interviews with selected vendors (if applicable based on type of service)

May 23-27: Reference checks

May 27: Notification of vendor approval

RFQ SUBMISSION AND CLARIFICATIONS

Submit one hard copy via USPS and one electronic copy to the address below no later than April 22nd:

IFF
3011 W Grand Blvd.
Suite 1715
Detroit, MI 48202
T: 313-305-0573
Attn: Jeff Henze
E: jhenze@iff.org

Any questions pertaining to this RFQ may also be directed to Jeff Henze via email.