



Request for Qualifications (RFQ)

Project Title: Architecture/Engineering Services for Public Housing Facility Improvements

Issue Date: May 12, 2026

Proposal Due Date: Wednesday, June 10, 2026 by 12:00 pm

Contact Information:

- **Primary Contact:** Theresa Tahran
- **Title:** Housing Director
- **Organization:** Crookston Housing and Economic Development Authority
- **Address:** 110 Sargent Street, Crookston, MN 56716
- **Phone:** (218) 470-2000
- **Email:** ttahran@crookstonheda.com

1. Background

Oak Court Apartments was constructed in 1969. The building is approximately 52,000 square feet in size, has four floors all above grade, and is constructed of precast concrete. There are 31 efficiency units and 35 single bedroom units. Oak Court provides quality living for low income households. Currently 98% of our tenants are elderly and/or disabled.

2. Project Overview

Crookston Housing and Economic Development Authority is seeking a Qualified Architect/Engineer to provide professional services for the following improvements at our Public Housing facility located at 110 Sargent Street, Crookston, MN 56716.

1. **Replacing Cabinets:** In 29 resident apartments.
2. **Replacement of 7 ADA Compliant Door Closures:** For handicap-accessible doors to resident apartments.

3. Scope of Work

3.1. Replacing Cabinets - We are proposing to replace cabinets in 29 of our units to ensure safety for our residents that a cabinet will not fall off a wall. The residents have limited cabinet space, and some residents fill them with canned goods. The current cabinets are roughly 28 years old and of not high quality. The glue and staples are starting to let loose at the risk of falling and landing on a resident.

- Inspect existing cabinetry in resident apartments.
- Develop a design and specification for new cabinets.
- Oversee installation and ensure quality and durability.

3.2. Replacing 6 ADA Compliant Door Closures to Resident Apartment Door - This project seeks to address urgent safety and accessibility concerns at Oak Court Apartments by installing new handicap door closures at 6 units. The existing door closures are not functioning as required for residents with disabilities. These closures fail to stay open as designed for ease of use by handicapped tenants, do not close in response to the activation of the fire alarm system, and fail to meet current fire safety codes. As a result, these issues jeopardize the safety and health of our residents, particularly in the event of a fire or emergency. The installation of new, ADA-compliant door closures will ensure that all doors operate effectively, improve accessibility for tenants, and meet fire code requirements to enhance resident safety and compliance with federal regulations.

Key Features of the Proposal:

- Review current door controllers for handicap-accessible doors.
- Design and specify upgrades for improved functionality and accessibility.
- Manage installation and ensure compliance with ADA standards and ties into existing fire alarm system.

4. Proposal Requirements

Proposals must include the following:

- **Company Profile:** Overview of the firm, including experience in similar projects.
- **Project Approach:** Detailed plan for executing the scope of work.
- **Team Qualifications:** Information on key personnel and their qualifications.
- **Project Timeline:** Estimated timeline for completion of each component.
- **Fee Structure:** Detailed breakdown of fees and expenses.
- **References:** At least three references from similar projects.
- **Davis Bacon Reporting:** Detailed plan for completing Davis Bacon Reporting for project.
- **Section 3 Reporting:** Detailed plan for completing Section 3 Reporting for project.
- **Owner-Architect Agreement** must be a stipulated lump sum form of compensation.
- **Build America, Buy America (BABA)** requirements apply to this project.

5. Evaluation Criteria

Proposals will be evaluated based on:

- **Experience and Expertise:** Relevant experience in other HUD projects, Davis Bacon Reporting and Section 3 Compliance
- **Approach and Methodology:** Clarity and feasibility of the project approach.
- **Cost:** Competitiveness and transparency of the fee structure.
- **Timeline:** Proposed schedule and ability to meet deadlines.
- **References:** Feedback from previous HRA clients.

6. Submission Instructions

- Architect/Engineer will be required to furnish at the time of contract signing proof of professional liability insurance (including errors and omissions coverage) minimum coverage of \$1,000,000 per occurrence and workers compensation coverage. Coverage must be kept current, and the Housing Authority is to be named as additional insured.

7. Forms for A/E Contracts:

- The HUD-51915, Model Form of Agreement Between Owner and Design Professional, is required for use by PHA's for A/E contracts that exceed the Federal small purchase threshold. In preparing the solicitation, it should be noted that in States that mandate QBS, a price shall not be solicited for the initial competition but shall be requested from the best-qualified A/E firm after the evaluation of qualifications and ranking the firms (24 CFR 85.36(d)(3)(v)).

8. Submission Instructions

- Submit One (1) original and three (3) copies of the proposal dated and signed by an official of the company, are due to the CHEDA administrative office by Wednesday, June 10, 2026 by 12:00 pm. For questions or additional information, contact Bill Tate, Maintenance at (218) 280-8070.
- It is the responsibility of the selected firm to ensure that all services will be performed using prudent planning, architectural and engineering practices in accordance with the latest codes and regulations and any other applicable design standards, including HUD standards.
- It is the intent of the Agency that the professional services begin immediately upon execution of a contract and issuance of a Notice to Proceed. A Notice to Proceed shall be issued authorizing the firm to begin once an agreement has been reached on the services to be performed.

Proposals shall be submitted to:

Theresa Tahran, Housing Director
 Crookston Housing & EDA
 110 Sargent Street, Suite 1
 Crookston, MN 56716

9. Terms and Conditions

- The Crookston Housing and Economic Development Authority retains the right to reject any and all qualifications submitted, in whole or in part, advertise for new qualified firms, abandon the RFQ process, and to cancel or amend this RFQ at any time prior to the execution of a written contract.
- Crookston Housing and Economic Development Authority retains the right to waive any requirement of this RFQ.
- Crookston Housing and Economic Development Authority may respond to questions regarding the RFQ from respondents but is under no obligation to provide that information to other respondents. Every effort shall be made to provide answers to general and common questions via the CHEDA website. Respondents agree that by submitting a qualification package, CHEDA may make copies of the documents for its own use in reviewing, evaluating or assessing the merits of the proposed firm. The respondent agrees that the submission of a qualification package is not an express agreement to undertake work and does not represent a binding agreement or acceptance of an offer for work. The selected firm will be required to enter into a formal agreement with the Crookston Housing and Economic Development Authority.
- The respondent is responsible for all costs in preparing and submitting any documents, including any amendments submitted after the initial package.
- Any documents submitted, and any correspondence relating to the RFQ, become the property of CHEDA.

Thank you for your interest in this project. We look forward to your proposal.