

HOUSING AUTHORITY OF THE CITY OF ENGLEWOOD
111 WEST STREET
ENGLEWOOD, NEW JERSEY 07631
201 871-3451

Request for Proposals
Architectural \ Engineering Services-
MAIN OFFICE RENOVATIONS

Proposals due by: 5/14/21 by 2:00 PM

REQUEST FOR PROPOSALS

The Housing Authority of the City of Englewood, New Jersey will accept proposals for Architectural/Engineering services for the design and renovation of the Authority's main office located at 111 West Street, Englewood, New Jersey. HUD modernization handbook guidelines should be consulted for guidance.

All services must comply with state and local laws and be in accordance with the existing rules, orders, directives, regulations and handbooks promulgated by the United States Department of Housing and Urban Development. The improvements will be undertaken with funds allocated under the Capital Fund Program.

Qualifications:

- 1) Must be licensed in the State of New Jersey to provide architectural/engineering services.
- 2) Must be approvable by the United States Department of Housing and Urban Development to provide these services.
- 3) Should have previous experience providing these services on a similar scale.

Proposal Submission:

All persons interested in submitting a proposal for the architectural/engineering services should submit a proposal based upon a flat fee. The service shall be complete and the price should include an itemization based upon: Field investigation, document preparation, contract award supervision, contract administration, inspection and reimbursable expenses. The following items should be included in the proposal:

- 1) Proposal Submission Sheet;
- 2) Listing of similar projects that the firm has previously completed;
- 3) Listing of references;
- 4) Evidence that the firm is licensed in the State of New Jersey;
- 5) Listing of key staff being assigned to this project;
- 6) Listing of outside consultants to be used (if any);
- 7) An insurance certificate indicating that the firm has professional liability insurance.
- 8) New Jersey State business registration form.
- 9) Copy of Affirmative Action Plan and/or minority hiring plan
- 10) Certification that neither the firm nor any of the principals have been suspended or debarred from

participation in HUD Programs.

Proposals should be delivered to the Housing Authority of the City of Englewood, 111 West Street, Englewood, New Jersey by 2:00 P.M. on or before May 14, 2021. The Housing Authority will evaluate all proposals according to its "Competitive Proposal Evaluation System." All quotes for A/E services should be submitted on the required proposal submission sheet. This sheet should be the first page of your proposal.

Domingo Senande
Executive Director

Date: 4/30/21

Englewood Housing Authority
111 West Street
Englewood, New Jersey 07631

A/E Services
Main office renovations-

PROPOSAL SUBMISSION SHEET

- 1) Name/Address of Firm:
- 2) Telephone Number:
- 3) Contact Person:
- 4) Amount of Fee (attach itemization):
- 5) Amount of any expected reimbursables:
- 6) Number of Calendar days required to complete bid documents and specifications, _____ after execution of an A/E Contract: _____ Days.
- 7) Other:

COMPETITIVE PROPOSAL EVALUATION SYSTEM

Professional Services

Type of Services: A/E Services Main Office Renovations

Name/Address of Respondent:

- 1) Demonstrated experience and competence in this type of work (30 Points).
- 2) Familiarity with the Englewood Housing Authority's Programs in specific and HUD rules and regulation in general (10 Points).
- 3) Capability and capacity to accomplish work within the required time period (20 Points).
- 4) Geographic location of the firm relative to the proximity to the Housing Authority (5 Points).
- 5) Specialized experience of key personnel in Housing Authority Programs (15 Points).
- 6) Firm's Equal Opportunity Policy. Each bidder must ensure that all employees and applicants for employment are not discriminated against because of race, color, religion, sex or national original (10 Points).
- 7) Price (10 Points).

Total Point Score:

Narrative _____ Review _____ of _____ Proposal:

CERTIFICATION
Suspension & Debarment Form

Date: _____

Name of Firm: _____

Address: _____

Telephone #: _____

I, _____ (name), duly appointed _____
(position) of the _____
(name of firm) do hereby certify that neither I, nor any of the
principals of our firm are suspended or debarred from doing
business with the U.S. Department of Housing & Urban Development.

(signature)

(print name)

Date: _____