

HOUSING AUTHORITY OF THE CITY OF  
ENGLEWOOD

REQUEST FOR PROPOSALS FOR  
ARCHITECTURAL/ENGINEERING SERVICES

PROPOSALS DUE BY  
October 15, 2021 AT 10:00 A.M.

Contact Person  
Domingo Senande, Executive Director

Housing Authority of the City of Englewood  
111 West Street  
Englewood NJ 07631  
(201) 871-3451

**Hurricane Ida restoration work including design and relocation of mechanical facilities, elevator pit relocation, roof replacement, rebuild of the first floor and redesign of office areas**

**HOUSING AUTHORITY OF THE CITY OF  
ENGLEWOOD**

**ENGLEWOOD, NEW JERSEY**

**PROPOSAL PACKAGE  
ARCHITECTURAL/ENGINEERING SERVICES**

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SERVICES

NAME OF RESPONDENT \_\_\_\_\_

ADDRESS \_\_\_\_\_

TELEPHONE NUMBER \_\_\_\_\_

**HOUSING AUTHORITY OF THE CITY OF ENGLEWOOD  
REQUEST FOR PROPOSALS**

**ARCHITECTURAL/ENGINEERING SERVICES**

**1.0 BACKGROUND**

The Housing Authority of the City of Englewood was organized with the primary goal to provide a decent home in a suitable living environment for senior and disabled persons that cannot afford market rate rentals principally in a 6 story elevator building located at 111 West Street, Englewood, NJ. The Authority's program is administered at the local level in accordance with State Law.

Financial assistance, general supervision, direction, and program guidance are provided by the U.S. Department of Housing and Urban Development.

The Authority has experienced a horrific situation due to Hurricane Ida resulting in a total evacuation of all units, common areas as well as office areas due to the effects of the Hurricane's flooding the basement and 1<sup>st</sup> Floor areas.

The Housing Authority of the City of Englewood is soliciting Architectural and Engineering proposals for various projects that are listed in 1.1.

Construction contract will be awarded, and that service will be provided throughout the construction period to project close-out.

**1.1 ACTIVITY FOR WHICH SERVICE IS REQUESTED**

Proposals will be accepted for Architectural/Engineering services at the Authority's offices located at 111 West Street, Englewood, New Jersey 07631 no later than *10:00 A.M. on October 15, 2021*

**Service requested is as follows:**

**Hurricane Ida restoration work including design and relocation of  
mechanical facilities, elevator pit relocation, roof replacement, rebuild of the first  
floor and redesign of office areas**

**Phase I**

Preliminary Study Phase. Which consists of proposing various designs to suit the  
Housing Authority.

**Phase II**

Cost Estimates & Meetings with Housing Authority designated personnel and Board of  
Commissioners

### Phase III

Cost of Bidding, Construction & Contract Document  
Bidding & Award  
Construction Management  
Post Completion/Warranty

Respondents should make independent evaluations of all factors involved in providing services to the Authority. A site visit to familiarize yourself with the work involved is **encouraged**.

## 2.0 INFORMATION REQUIRED FROM EACH RESPONDENT

Responses must include the following:

- a. A letter of interest, which includes a demonstration of understanding of the work to be performed (a statement that a physical inspection of the current proposed projects should be made; if an inspection was not made, explain how an understanding of the work to be performed was arrived.
- b. Demonstrate the ability of the specifically named lead consultant of the firm who will be personally charged with and have the primary obligation to perform the requested service, by listing relevant specific experience; knowledge of local building codes; past performance in terms of cost control, quality of work, compliance with performance schedules; and a listing of general experience with Housing Authority modernization.
- c. Demonstrate the ability of other specifically named consultants of the firm who will assist the lead consultant, if applicable, by listing relevant specific experience; knowledge of local building codes; past performance in terms of cost control, quality of work, compliance with performance schedules and a listing of general experience with Housing Authority **restoration work including design and relocation of mechanical facilities, elevator pit relocation, roof replacement and redesign of office areas.**
- d. Provide evidence of ability to perform the services in a timely matter, by providing a timetable for services to be rendered.
- e. A certification that the consultant, firm, and any assistants are not debarred, suspended, or otherwise prohibited from participating in state or federal funded contracts.
- f. Requested compensation for professional services.
- g. Copy of policies or certificates of professional liability insurance policy, comprehensive general liability insurance policy, and workers' compensation insurance policy.

- h. A statement that the consultant agrees to add the Housing Authority of Englewood as a certificate holder on all applicable insurance policies.
- i. Copy of applicable licenses.
- j. Standard HUD Form of Agreement Between Owner and Architect

### **3.0 TIME OF PERFORMANCE**

The contract for services is expected to be awarded *at the October, 2021 Commissioners' meeting*. Services should start immediately thereafter and end at construction completion/close-out. Services will be performed pursuant to the timetable submitted in the proposal and may be modified only if agreed to by the Housing Authority.

### **4.0 SELECTION CRITERIA**

The Housing Authority will select a consultant whose proposal is most advantageous to the program. The criteria for selection are:

- 1) Ability to perform the work
- 2) Capability to provide services in a timely manner
- 3) Possession of an active license in the State of New Jersey
- 4) Past performance in terms of cost control, quality of work, and compliance with performance schedules (in general)
- 5) Past performance in terms of cost control, quality of work, and compliance with performance schedules (specific housing authority work)
- 6) Knowledge of local building codes
- 7) Evidence that the firm is not debarred, suspended, or otherwise prohibited from professional practice by any Federal, State or local agency
- 8) Adequacy of insurance
- 9) General responsiveness to the request for proposal

The above criteria will be evaluated based upon response to items listed in Section 2.0. **Failure to comply with the directive may cause your proposal to be rejected as incomplete and non – responsive**

### **5.0 PROPOSAL SUBMISSION**

Responses to the Request for Proposals are to be submitted no later than **10:00 A.M. on the 15th day of October, 2021.**

The Housing Authority reserves the right to waive any informalities of the proposals and the right to reject all proposals.

## 6.0 MODEL FORM OF RANKING PROPOSALS

Consultants who meet minimum requirements (see Section 1 below), will then be ranked according to applicable criteria (see Section 2 on following page).

Consultant: Name \_\_\_\_\_  
Address \_\_\_\_\_  
Telephone \_\_\_\_\_

### Section 1: Minimum requirements:

- 1) Did the consultant provide evidence of an active New Jersey License?
- 2) Did the consultant provide a statement that the firm is not debarred, suspended, or otherwise prohibited from professional practice by any Federal, State or local agency?
- 3) Did the consultant provide evidence of applicable insurance?

### Section 2: Form of ranking proposals:

If the answer is yes to all three questions, the proposal will then be ranked as follows:

<u>Selection Criteria</u>	<u>Points</u> (Max 11)	<u>Weight</u>	<u>Total</u>
1) Ability to perform the work		x 2.0	
2) Capability to perform services in a timely manner		x 2.0	
3) Past performance in terms of cost control, quality of work, compliance with performance schedules (in general)		x 2.0	
4) Documented experience in innovative design of the requested projects		x 1.5	
5) Knowledge of local building codes		x 1.5	
6) Compensation proposed		x 1.0	
7) Location of office (proximity to Authority)		x 2.0	

### Total Points

## 7.0 MODEL FORM OF AGREEMENT FOR CONSULTING SERVICES

Consultant to provide Standard Form of Agreement Between Owner

and Architect subject to review by the Authority.