

REQUEST FOR PROPOSALS

The Englewood Housing Authority, located in Englewood, New Jersey will accept proposals for the following services:

“Architectural/Engineering Services for Apartment Renovations at the Vincent K. Tibbs Senior Building”

It is the Housing Authority’s desire to retain a duly qualified, competent, and capable architect/engineer to prepare public bidding documents for renovation work of 130 apartments at the Tibbs Senior Citizen building. The renovations shall include bathrooms and replace the tubs with walk-in showers on the 3rd through 6th floors and roll-in showers on the 2nd floor. The renovation work is triggered by the need to replace corroded cast iron waste lines and hot and cold-water copper lines. The bathroom renovations will include removal and replacement of all bathroom fixtures, accessories and removal and replacement of all floor and wall finishes down to the existing floor and wall framing.

The kitchen countertops will be replaced with quartz countertops and undermount sinks. A tile backsplash will be added around the stove.

All apartments will be painted, and the construction contractor will install EHA-provided carbon monoxide detectors, fire extinguishers and window blinds in each unit.

All services must be in accordance with the existing laws, rules, orders, directives, and regulations governing these services and supplies.

All people interested in submitting a proposal for architectural/engineering services should contact the Housing Authority of the City of Englewood to receive a copy of the formal Request for Proposals. The RFP specifies the scope of the services and the requirement for submitting proposals.

All proposals must be submitted to the office of the Housing Authority of the City of Englewood, 111 West Street, Englewood, New Jersey 07631 (201-871-3451) on or before:
Thursday, March 21, 2024 by 10:00 A.M.

The building is available for inspection by appointment between the hours of 9:00 A.M. to 3:00 P.M., Monday to Friday.

The Housing Authority reserves the right to reject any and all proposals received for these services. It also reserves the right to terminate the architect/engineer, for convenience, at any time during the term of the contract.

Domingo Senande
Executive Director

HOUSING AUTHORITY OF THE CITY OF
ENGLEWOOD

REQUEST FOR PROPOSALS
FOR
ARCHITECTURAL/ENGINEERING SERVICES
FOR

**Apartment Renovations at the Vincent K. Tibbs Senior
Building**

PROPOSALS DUE BY
Thursday, March 21, 2024 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

Apartment Renovations at the Vincent K. Tibbs Senior Building

**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 owns the Vincent K. Tibbs Senior Building located at 111 West Street in Englewood, NJ. The building consists of 130 units of low-income senior housing. The building is presently unoccupied and undergoing renovation due to damage caused by Hurricane Ida. The 130 apartments are evenly spread out on the 2nd through 6th floors. The building will reopen at the end of the year.

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

Construction contracts 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 March 21, 2024.**

Service requested is as follows for all 130 (one hundred thirty) apartments:

Englewood Housing Authority would like to fully renovate the bathrooms and replace the tubs with walk-in showers on the 3rd through 6th floors and roll-in showers on the 2nd floor. The renovation work is triggered by the need to replace corroded cast iron waste lines and hot and cold-water copper lines. The bathroom renovations will include removal and replacement of all bathroom fixtures, accessories and removal and replacement of all floor and wall finishes down to the existing floor and wall framing.

The kitchen countertops will be replaced with quartz countertops and undermount sinks. A tile backsplash will be added around the stove.

All apartments will be painted, and the construction contractor will install EHA-provided carbon monoxide detectors, fire extinguishers and window blinds in each unit.

Construction Documents

The architect will prepare detailed construction drawings suitable for public bidding and obtaining the building permit. The architect shall prepare the following drawings:

- Title Sheet
- Existing Bathroom Floor Plans
- Proposed Large Bathroom Schedules and Notes
- Proposed Interior Elevations

- Details, Plumbing Schedules, Finish Schedule, Construction Demolition Notes and General Construction Notes

Bidding Documents

The architect chairs all pre-proposal meetings, collects, and responds to contractor RFI's and requests for substitutions. All items are distributed by discipline to the responsible team members for their review and input and responses are coordinated through the architect/project manager to ensure conformance with the construction documents. Bid results are reviewed amongst the team and prior experience with the proposed contractors for recommendation prior to bid award.

Construction Administration

After being awarded to the General Contractor, the architect will run all construction meetings and manage all RFI's and submittals, distributing them to the team members and EHIA for review and approval. Job meetings will be developed and circulated to all parties by the architect for information and/or comment. Attendance by team members at construction meetings is based upon work being performed. Site visitations are held by the architect with specific system review done by personnel as warranted by the construction progress. Punch list and final document will be done by respective personnel and fully coordinated by the architect.

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. **You may schedule a site visit through Michael Colon, Maintenance Supervisor: 1-917-383-5134.**

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 requested work.

- 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 March 25, 2024, Commissioners' meeting. Services should start immediately thereafter and end at construction completion/close-out. The project should go out to public bid by **April 30, 2024**. The timeline is non-negotiable. This very tight time frame is required given the Englewood Housing Authority intends to fully occupy the building by the end of 2024 and so the apartment renovations must be completed by then. Services will be performed pursuant to the timetable submitted in the proposal and may not be modified.

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 as described in the proposal.
- 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 21st day of March 2024.**

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 subject to HHA's stated timeline		x 4.0	
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 1.0
5) Knowledge of local building codes	x 1.0
6) Compensation proposed	x 4.0
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.