REQUEST FOR PROPOSAL
ARCHITECTURAL/ENGINEERING SERVICES
FOR
WINDOW REPLACEMENT AT THE VINCENT K. TIBBS SENIOR BUILDING

LEGAL NOTICE

ENGLEWOOD HOUSING AUTHORITY
111 WEST STREET ENGLEWOOD, NEW JERSEY 07631

THE ENGLEWOOD HOUSING AUTHORITY, STATE OF NEW JERSEY, hereby request proposals for Architectural/Engineering services.

Copies of documents setting forth the scope of services, contract terms and conditions, proposal requirements, criteria for evaluation of proposals, and proposal submission requirements may be obtained on the Englewood Housing Authority website: www.ehahousing.org.

Proposals will be accepted up to 11:00 A.M. on Wednesday, January 15, 2025.

Domingo Senande,
Executive Director

HOUSING AUTHORITY OF THE CITY OF
ENGLEWOOD

REQUEST FOR PROPOSALS
FOR
ARCHITECTURAL/ENGINEERING SERVICES
FOR

Window Replacement
at the Vincent K. Tibbs Senior Building

PROPOSALS DUE BY
Wednesday, January 15, 2025, AT 11:00 A.M.

Contact Person
Domingo Senande, Executive Director

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

Window Replacement 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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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 is 6-storees consisting of 130 units of low-income senior housing on the 2nd-6th floor while the ground floor consists of offices and community space. The building is presently unoccupied and undergoing renovation due to damage caused by Hurricane Ida. The building is scheduled to reopen around June 1, 2025.

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 ***11:00 A.M. on Wednesday, January 15, 2025.***

Service requested is as follows:

Englewood Housing Authority would like to replace the windows (approximately 248 doubles and 9 singles). An assessment needs to also be made regarding the condition of the lintels.

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 Window Plans
- Proposed Window Schedules and Notes
- Proposed Elevations
- Details, Windows 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 EHA 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. The 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: 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 Monday, January 27, 2025 Commissioners' meeting. Services should start immediately thereafter and end at construction completion/close-out. The project should go out to public bid no later than March 31, 2025. Since it is the intention of the Housing Authority to reoccupy the building beginning on June 1, 2025, the window replacements will occur while the apartments are occupied. 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 ***11:00 A.M. on Wednesday the 15th day of January 2025.***

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 the minimum requirements (see Section 1 below), will then be ranked according to applicable criteria (see Section 2 on the 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: From ranking proposals:

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

Selection Criteria	Points (Max 11)	Weight	Total
1) Ability to perform the work		x 2.0	
2) Capability to perform services in a timely manner subject to EHA'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.