

**REQUEST FOR PROPOSALS**

**Architectural & Engineering Services**

**Due: Tuesday, October 3<sup>rd</sup>, 2023, by 10:00 AM**



**Newton Housing Authority  
32 Liberty Street  
Newton, New Jersey 07860**

## **REQUEST FOR PROPOSALS**

The Newton Housing Authority, Newton, New Jersey will accept proposals for Architectural/Engineering services for preparation of public bidding documents. 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 Public Housing Program.

The services that are requested will be as follows and pertain to the use of the Housing Authority's unrestricted net assets. The estimated amount of the funding is approximately \$700,000.00.

1) Prepare plans and specifications to publicly bid the following:

a) Replacement of the EPDM roof system.

b) Air conditioning in apartments. The design will include fabrication of air conditioning sleeves and installation of PTAC type units in each unit (80). Currently there are no A/C sleeves.

2) Prepare schematic design documents within 30 days of execution of the A/E contract. This includes pre-bid cost estimates.

3) Prepare completed plans and specification within 60 days of executing the A/E contract. The documents must be submitted and approved by the Authority prior to issuance of the bidding advertisement.

4) Attend meetings of the Authority's Board of Commissioners and

meetings with Authority staff which are relevant to the completion of this project.

5) Assist the Authority in reviewing bids submitted in response to the bidding documents and make a recommendation to the Board of Commissioners on the lowest responsible bidders (including checking on the contractor's references).

6) Conduct a pre-construction meeting with the contractor(s), at the project site, in order to review and discuss all obligations of the contractor, the architect and the Housing Authority.

7) Supervise the construction work in order to ensure that it is being completed in a satisfactory manner and in accordance with the contract documents and applicable regulatory agencies.

8) Review and approve all required submittals.

9) Conduct weekly job meetings, on site, in order to review progress and the quality of the work (maintain job meeting minutes).

10) Review and approve requisitions and change orders submitted by the contractor.

11) Assist in closing-out the project in accordance with the applicable program regulations.

12) Provide all services as specified in the Authority's standard form of A/E contract.

#### 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 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) An insurance certificate indicating that the firm has professional liability insurance.
- 6) Certification that neither the firm nor any of the principals have been suspended or debarred from participation in HUD Programs.
- 7) New Jersey Business Registration Form

Proposals should be delivered to the Newton Housing Authority, 32 Liberty Street, Newton, New Jersey by 10:00 A.M. on or before Tuesday, October 3<sup>rd</sup>, 2023.

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. This Request for Proposals is being solicited as a Fair and Open solicitation in accordance with the New Jersey "Pay to Play" laws.

WILLIAM F. SNYDER  
Executive Director

**Newton Housing Authority  
32 Liberty Street  
Newton, New Jersey  
07860**

A/E Services

**PROPOSAL SUBMISSION SHEET**

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

## COMPETITIVE PROPOSAL EVALUATION SYSTEM

## Professional Services

**Type of Services:** A/E Services

**Name/Address of Respondent:**

- 1) Demonstrated experience and competence in this type of work (25 Points).
- 2) Familiarity with the Newton Housing Authority's Programs in specific and HUD rules and regulation in general (30 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 (15 Points).
- 5) Specialized experience of key personnel in Housing Authority Programs (20 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 I, nor any of principals of  
our firm are suspended or debarred from doing business with the  
U.S. Department of Housing & Urban Development.

\_\_\_\_\_  
(signature)

\_\_\_\_\_  
(print name)

Date: \_\_\_\_\_



Legal Advertisement

**REQUEST FOR PROPOSALS**

The Newton Housing Authority, Newton, New Jersey will accept proposals for the following services:

"Architectural/Engineering Services"

It is the Housing Authority's desire to retain a duly qualified, competent, and capable architect/Engineer to prepare public bidding documents. All services must be in accordance with the existing laws, rules, orders, directives, and regulations governing these services.

All persons interested in submitting a proposal for the A/E services should contact the Housing Authority of the Town of Secaucus in order to receive a copy of the formal Request for Proposals. The RFP specifies the scope of the services and the requirements for submitting proposals. A copy of the RFP may also be obtained on the Housing Authority's website at: [Newtonhousingauthority.com](http://Newtonhousingauthority.com)

All proposals must be submitted to the office of the Newton Housing Authority, 32 Liberty Street, Newton, New Jersey on or before October 3rd, 2023, by 10:00 AM.

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

This contract is being solicited through a fair and open process in accordance with NJSA 19:44A-20 et seq.

WILLIAM F. SNYDER  
Executive Director

Date: 8/23/23