

## REQUEST FOR PROPOSALS

The Housing Authority of the City of South Amboy, Middlesex County, New Jersey is requesting proposals for provision of Architectural/Engineering Services with regard to physical improvements proposed to be completed within its low rent housing developments over a two (2) year period. Copies of the RFP documents setting forth the scope of services, criteria for evaluation of proposals and proposal requirements may be obtained from the Housing Authority by telephoning the Authority's administrative office, (732) 721-1831 or by visiting such office at 250 South Broadway, South Amboy, NJ, 08879, Monday through Thursday between the hours of 9:00 a.m. and 3:00 p.m.

Proposals must be delivered by mail or hand delivered (**Faxed transmittals will not be accepted**) to the Housing Authority of the City of South Amboy at the above stated address on or before **11:00 A.M. on Monday, May 24th, 2021**, at which time they will be opened and read aloud.

The Housing Authority will evaluate all responses and select the three most qualified and experienced firms and rank them in one-two-three order. The top ranked firm will be contacted and requested to submit a written cost proposal. The Housing Authority will then negotiate with the A/E firm to arrive at an agreeable cost. If in the event that the agreeable costs cannot be obtained, the Housing Authority will begin negotiations with the next lower ranked firm.

It is the Housing Authority's intent to award a contract for the services required to the A/E firm whose proposal, when evaluated most successfully, meets the stated evaluation criteria and, therefore, achieves the highest ranking.

In accord with the Laws of the State of New Jersey of 2004, A-13130, Ch. 57, as of September 1, 2004, all parties doing business with public agencies in the State of New Jersey, are required to be registered with the N.J. State Department of the Treasury and to provide such agencies with a copy of their Business Registration Certificate. A copy of such certificate must be submitted by all respondents with their proposal.

Note: It is estimated that the value of the contract to be awarded under this Request for Proposals will exceed the Pay-to-Play threshold established by the State of New Jersey.

In accord with the State of New Jersey Pay to Play Law, respondents are advised of the responsibility to file an annual disclosure statement on political contributions with the State of New Jersey Election Law Enforcement Commission pursuant to N.J.S.A. 19:44-A 20.13 (P.L. 2005, c. 271 s 3) if they receive contracts in excess of \$50,000.00 from public entities in a calendar year. It is the contractor's responsibility to determine if filing is necessary.

The South Amboy Housing Authority reserves the right to waive minor informalities in proposals and to reject any and all proposals, if deemed in the best interest of the Housing Authority to do so.

---

Lawrence Stratton.  
Director of Operations

**HOUSING AUTHORITY OF THE  
CITY OF SOUTH AMBOY**

**REQUEST FOR PROPOSALS (RFP)**

**ARCHITECTURAL/ENGINEERING  
SERVICES**

---

**SCOPE OF SERVICES, CRITERIA FOR  
EVALUATION OF PROPOSALS AND  
PROPOSAL REQUIREMENTS**

**DATE OF ISSUE: April 2021**

## **REQUEST FOR PROPOSALS (RFP) ARCHITECTURAL/ENGINEERING SERVICES**

THE HOUSING AUTHORITY OF THE CITY OF SOUTH AMBOY, MIDDLESEX COUNTY, NEW JERSEY is requesting proposals for provision of Architectural/Engineering Services with regard to physical improvements proposed to be completed within its low rent housing developments over a two (2) year period. The scope of Services, criteria for evaluation of proposals and selection of an A/E firm, and proposal requirements are set forth herein.

Proposals must be delivered by mail or hand delivered (**Faxed transmittals will not be accepted**) to the Housing Authority of the City of South Amboy, 250 South Broadway, South Amboy, NJ 08879 on or before **11:00 A.M. on Monday., May 24, 2021**, at which time they will be opened and read aloud.

### **SCOPE OF SERVICES**

The Scope of Services shall include but not be limited to the following:

1. Provide all professional Architectural/Engineering (A/E) services necessary to design the project work, prepare bidding documents, and oversee implementation of the construction contract work, all in accord with the terms and conditions set forth in the attached Model Form of Agreement between Owner and Design Professional (Form HUD 51915).
2. Conduct field inspections in order to develop plans and specifications for the following work to be bid:  
  
*Site, structural and mechanical improvements, as determined by the Housing Authority, within its two low-rent housing developments.*
3. Prepare contract document package(s) for work projects to be bid, including but not limited to, complete working drawings and complete technical specification manual, provide two (2) complete sets of construction documents to the Housing Authority for review and approval.
4. Prepare itemized cost estimate for the work to be bid.
5. Provide ten (10) complete sets of bidding documents (including specifications and drawings) for the work to be bid.
6. Assist in the evaluation of all bids received.

7. Make changes or revisions to the bid documents as may be required as a result of bidding cost overruns.
8. Review all construction related submittals.
9. Conduct monthly job meetings and prepare meeting reports.
10. Conduct weekly inspections during construction phase and subsequently submit the inspection reports.
11. Provide the Housing Authority with reproducible copies of all plans with “as built” conditions, upon the completion of construction work.
12. Review and sign-off on the closeout documents.

### **EVALUATION OF PROPOSALS AND SELECTION OF AN A/E**

The Housing Authority will evaluate all responses and select the three most qualified and experienced firms and rank them in one-two-three order. The top ranked firm will be contacted and requested to submit a written cost proposal. The Housing Authority will then negotiate with that A/E firm to arrive at an agreeable cost. If in the event that the agreeable costs cannot be obtained, the Housing Authority will begin negotiations with the next lower ranked firm.

A Housing Authority evaluation panel of three (3) or more members will be established. The panel may consist of the Executive Director, a Commissioner, a staff person or other representative or agent of the Authority.

It is the Housing Authority’s intent to award a contract for the services required to the A/E firm whose proposal when evaluated most successfully meets the Authority’s evaluation criteria and, therefore, achieves the highest ranking.

The Housing Authority reserves the right to waive minor informalities in proposals and to reject any and all proposals, if deemed in the best interest of the Housing Authority to do so.

The following selection criteria will be used to score and rank proposals:

1. Evidence of the Architectural/Engineering firm's ability to perform the work, as indicated profiles of the principal's and staff's professional and technical competence and experience and the firm's facilities, financial stability and strength. Team proposed for this project, and proposed Management Methodology and Approach.

**20 points maximum** \_\_\_\_\_

2. Personal interview(s) with the firm's individuals responsible for the contractual relationship between the Architect/Engineer and the Authority and those responsible for executing and implementing the work of the contract(s). In the event that more than one individual will be involved.

**20 points maximum** \_\_\_\_\_

3. Past performance in terms of previous Public Housing CFP /Modernization Program work experience, cost control, quality of work, and compliance with performance schedules.

**20 points maximum** \_\_\_\_\_

4. Capability to provide professional services and adhere to architectural and Contractual schedules.

**15 points maximum** \_\_\_\_\_

5. Capability to involve residents in the design and implementation process.

**15 points maximum** \_\_\_\_\_

6. General:

- a. Evidence that, the Architect/Engineer is currently registered in the State of New Jersey.
- b. Certified statement that the Architect/Engineer is not debarred, suspended, or otherwise prohibited from professional practice by any Federal, State or Local Agency.
- c. Knowledge of state and local building codes, as well as experience in their application.
- d. Ability to furnish insurance as addressed in the proposal requirements.
- e. Firm's equal employment and affirmation action statements.
- f. Executed Non-Collusive Affidavit.
- g. Executed Disclosure of Ownership Form.
- h. Firm's Business Registration Certificate.

**10 points maximum** \_\_\_\_\_

**Total 100 Points Maximum** \_\_\_\_\_

## **PROPOSAL REQUIREMENTS**

Please respond with a letter of interest, which must include a clear indication of your understanding of the work involved under this RFP; evidence of your firm's ability to perform the scope of services; evidence that you/your firm are/is registered or licensed as an Architect/Engineer in the State of New Jersey; evidence of required Professional Liability Insurance containing errors and omissions coverage in an amount not less than \$1,000,000; a certified statement that the A/E firm is not debarred, suspended, or otherwise prohibited from professional practice by any Federal, State or Local Agency; your firm's equal employment opportunity and affirmative action statements; an executed Non-Collusive Affidavit; an executed Disclosure of Ownership Form; and the respondent's Business Registration Certificate.

Also respond to the following:

1. Your professional/technical competence and experience: and the financial stability and strength of your firm.
2. Capability of your firm to provide professional services in a timely manner.
3. Your past performance in terms of cost control, quality control and compliance with performance schedules.
4. Your knowledge of building codes.
5. Knowledge of HUD's regulations with regard to General Contract Conditions and additional clauses, and the required contracting procedures of HUD and the Housing Authority.
6. If not geographically located in the Local area, your plan to operate efficiently to provide professional services in the local area in a timely manner.
7. Profiles of the firm's principals, staff and facilities.
8. Description of the management and design techniques, methodology and approach to be used under this contract to accomplish this work.
9. References.

In accord with the Laws of the State of New Jersey of 2004, A-13130, Ch. 57, as of September 1, 2004, all parties doing business with public agencies in the State of New Jersey, are required to be registered with the N.J. State Department of the Treasury and to provide such agencies with a copy of their Business Registration Certificate. A copy of such certificate must be submitted by all respondents with their proposal.

The subject registration can be accomplished via the internet:  
<http://www.nj.gov/dca/lgs/lpcl/busregis/nj-reg-a.pdf>.

Note: It is estimated that the value of the contract to be awarded under this Request for Proposals will exceed the Pay-to-Play threshold established by the State of New Jersey.

In accord with the State of New Jersey Pay-to-Play Law, respondents are advised of the responsibility to file an annual disclosure statement on political contributions with the State of New Jersey Election Law Enforcement Commission pursuant to N.J.S.A. 19:44-A 20.13 (P.L. 2005, c. 271 s 3) if they receive contracts in excess of \$50,000.00 from public entities in a calendar year. It is the contractor's responsibility to determine if filing is necessary.

#### **SUBMISSION OF PROPOSALS:**

Proposals (original +2) must be delivered by mail or hand delivered (**Faxed transmittals will not be accepted**) to the Housing Authority of the City of South Amboy, 250 South Broadway, South Amboy, NJ 08879, on or before **11:00 A.M. on Monday, May 24, 2021**, at which time they will be opened and read aloud.

If you mail your proposal, please address same to:

Lawrence Stratton,  
Director of Operations  
Housing Authority of the City of South Amboy  
250 South Broadway  
South Amboy, New Jersey 08879



**NON-COLLUSIVE AFFIDAVIT**

STATE OF NEW JERSEY

SS:

COUNTY OF:

I, \_\_\_\_\_ of the \_\_\_\_\_

of \_\_\_\_\_, in the County of \_\_\_\_\_ and the State of New Jersey, of full age, being duly sworn according to law on my oath depose and say that:

I am \_\_\_\_\_

Of the firm of \_\_\_\_\_

The Professional Service Entity making the submission for the above named services, and that I executed the said submission with full authority to do so; that the Professional Service Entity has not, directly or indirectly, entered into any agreements, participated in any collusion, or otherwise taken any action in restraint of fair and open competition in connection with the above named services; and that all statements contained in said submission and in this affidavit are true and correct, and made with full knowledge that Housing Authority of the City of South Amboy relies upon the truth of the statements contained in said submission and in the statements contained in this affidavit in awarding the contract for said services.

I further warrant that no person or selling agency has been employed or retained to solicit or secure such contract upon an agreement or understanding for a commission, percentage, brokerage or contingent fee.

Subscribed and sworn to before me

This \_\_\_\_\_ day of \_\_\_\_\_, 2021

\_\_\_\_\_  
Notary Public  
State of \_\_\_\_\_

\_\_\_\_\_  
(Signature of Professional)

My Commission Expires \_\_\_\_\_

\_\_\_\_\_  
(Type or print name of Affiant & Title under signature)

**DISCLSURE OF OWNERSHIP FORM**

N.J.S.A. 52:25-24.2 reads in part that “no corporation or partnership shall be awarded any contract by the state, County, Municipality or School District, or any subsidiary or agency thereof, unless prior to the receipt of the submission of the corporation or partnership, there is provided to the public contracting unit a statement setting forth the names and addresses of all individuals who own 10% or more of the stock or interest in the corporation or partnership.”

1. If the professional service entity is a partnership, then the statement shall set forth the names and addresses of all partners who own a 10% or greater interest in the partnership.
2. If the professional service entity is a corporation, then the statement shall set forth the names and addresses of all stockholders in the corporation who own 10% or more of its stock of any class.
3. If a corporation owns all or part of the stock of the corporation or partnership providing the submission, then the statement shall include a list of the stockholders who own 10% or more of the stock of any class of that corporation.
4. If the professional service entity is other than a corporation or partnership, the contractor shall indicate the form of corporate ownership as listed below.

**COMPLETE ONE OF THE FOLLOWING STATEMENTS:**

- I. Stockholders or Partners owning 10% or more of the company providing the submission:

Name:

Address:

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

- II. No Stock holder or Partner owns 10% or more of the company providing this submission:

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

- III. Submission is being provided by an individual who operates as a sole proprietorship:

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

- IV. Submission is being provided by a corporation or partnership that operates as a (check one of the following):

\_\_\_\_\_ Limited Partnership      \_\_\_\_\_ Limited Liability Corporation

\_\_\_\_\_ Limited Liability Partnership      \_\_\_\_\_ Subchapter S Corporation

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

**MANDATORY EQUAL EMPLOYMENT OPPORTUNITY NOTICE**

**(N.J.S.A. 10:5-31 et seq. and N.J.A.C. 17:27 et seq.)**

**GOODS, PROFESSIONAL SERVICES AND GENERAL SERVICE CONTRACTS**

This form is a summary of the successful professional service entity's requirement to comply with the requirements of N.J.S.A. 10:5-31 et seq. and N.J.A.C. 17:27 et seq.

The successful professional service entity shall submit to the Housing Authority of the City of South Amboy, after notification of award but prior to execution of this contract, one of the following three documents as forms of evidence:

- a) A photocopy of a valid letter that the vendor is operating under an existing Federally approved or sanctioned affirmative action program (good for one year from the date of the letter):

OR

- b) A photocopy of a Certificate of Employee Information Report approval, issued in accordance with N.J.A.C. 17:27-1.1 et seq.;

OR

- c) A photocopy of an Employee Information Report (Form AA302) provided by the Division of Contract Compliance and distributed to the \_\_\_\_\_ to be completed by the vendor in accordance with N.J.A.C. 17:27-1.1 et seq.

The successful professional service entity may obtain the Employee Information Report (AA302) from the Housing Authority of the City of South Amboy during normal business hours.

The undersigned professional service entity certifies that he/she is aware of the commitment to comply with the requirements of N.J.S.A. 10:5-31 et seq. and N.J.A.C. 17:27 et seq. and agrees to furnish the required forms of evidence.

The undersigned professional service entity further understands that his/her submission shall be rejected as non-responsive if said professional service entity fails to comply with the requirements of N.J.S.A. 10:5-31 et seq. and N.J.A.C. 17:27 et seq.

COMPANY: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ PRINT NAME: \_\_\_\_\_

TITLE: \_\_\_\_\_ DATE: \_\_\_\_\_

**ACKNOWLEDGMENT OF CORRECTIONS, ADDITIONS AND DELETIONS**  
**FORM**

I, \_\_\_\_\_ of

the firm \_\_\_\_\_

hereby acknowledge that any corrections, additions and/or deletions have been initialed  
and dated in this Submission Package.

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Type or print name of Affined and Title,  
under signature).

\_\_\_\_\_  
(Date)

**ACKNOWLEDGEMENT OF RECEIPT OF CHANGES TO RFP DOCUMENTS**

\_\_\_\_\_  
Name

\_\_\_\_\_  
(Project or Proposal Name)

The undersigned hereby acknowledges receipt of the following notices, revisions, or addenda to the RFP advertisement, specifications or documents. By indicating date of receipt, respondent acknowledges the submitted proposal takes into account the provision of the notice, revision or addendum. Note that the local unit's record of notice to respondents shall take precedence and that failure to include provisions of changes in a proposal may be subject to rejection of the proposal.

LOCAL UNIT REFERENCE NUMBER OR TITLE OF ADDENDUM/REVISION	HOW RECEIVED (MAIL, FAX, PICK-UP, ETC.)	DATE RECEIVED
---	--	------------------

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Acknowledgement by Respondent:

Name of Respondent: \_\_\_\_\_

By Authorized Representative: \_\_\_\_\_  
Signature

Printed Name & Title: \_\_\_\_\_

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

**INSURANCE REQUIREMENTS AND ACKNOWLEDGMENT FORM**

Certificate(s) of Insurance shall be filed with the Authority's Office upon award of contract by the Authority.

The minimum amount of insurance to be carried by the Professional Service Entity shall be as follows:

**PROFESSIONAL LIABILITY INSURANCE**

Limits shall be a minimum of \$1,000,000.00 for each claim and \$1,000,000.00 aggregate each policy period.

**Acknowledgment of Insurance Requirement:**

---

**(Signature)**

---

**(Date)**

---

**(Printed Name and Title)**

**PROFESSIONAL SERVICE ENTITY INFORMATION FORM**

If the Professional Service Entity is an **INDIVIDUAL**, sign name and give the following information:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone No.: \_\_\_\_\_ Federal ID No.: \_\_\_\_\_

Fax No.: \_\_\_\_\_ Email: \_\_\_\_\_

If individual has a **TRADE NAME**, give such trade name:

Trading As: \_\_\_\_\_ Telephone No.: \_\_\_\_\_



If the Professional Service Entity is a **PARTNERSHIP**, give the following information:

Name of Partners: \_\_\_\_\_

Firm Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone No.: \_\_\_\_\_ Federal ID No.: \_\_\_\_\_

Fax No.: \_\_\_\_\_ Email: \_\_\_\_\_

Signature of authorized agent: \_\_\_\_\_



If the Professional Service Entity is **INCORPORATED**, give the following information:

State under whose laws incorporated: \_\_\_\_\_

Location of principal office: \_\_\_\_\_

Telephone No.: \_\_\_\_\_ Federal ID No.: \_\_\_\_\_

Fax No.: \_\_\_\_\_ Email: \_\_\_\_\_

Name of agent in charge of said office upon whom notice may be legally served:

Telephone No.: \_\_\_\_\_ Name of Corporation: \_\_\_\_\_

Signature: \_\_\_\_\_ By: \_\_\_\_\_

Title: \_\_\_\_\_ Address: \_\_\_\_\_