

**Borough of Highland Park Housing Authority
242 South 6th Avenue Highland Park, NJ 08904**

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Donna Brightman, Executive Director

Request for Proposals

**Request for Statements of Qualifications and Fee
Proposals**

**for A/E Design and Construction Management
Services**

for the

Exhaust Fan Modifications

at

Samuel J. Kronman Building

in

Highland Park, New Jersey

Proposals Due By 2:00 PM on Tuesday, December 12, 2017

General

The Housing Authority of the Borough of Highland Park (Authority) is requesting statements of qualifications from architectural and engineering firms (Consultant) to provide the design and construction management services needed to improve the operation of the 1) bathroom exhaust fans in applicable apartments and 2) common area intake ventilation of the Samuel J. Kronman Building in Highland Park, NJ.

Qualifications

The principals of the Consultant firm shall have a minimum of five years professional experience providing A/E services to Public Housing Agencies or multi-family residential buildings similar to that owned by the Authority in need of conforming to local codes, standards, rules and regulations.

Insurance Requirements

The Consultant firm selected will be required to carry professional liability insurance including errors and omissions coverage, with a limit of liability of not less than \$1,000,000, deductible not to exceed \$5,000.

Scope of Services

Perform all basic services described in the "Model Form of Agreement Between Owner and Design Professional," (form HUD-52915) including, but not limited to, the following:

It has been discovered that not all bathroom exhaust fans are connected to the exhaust duct leading to the roof.

- (1) Site investigation;
- (2) Prepare engineering, design, plans and specifications to improve the operation of the ventilation system of the entire building including (minimally) 1) assessing which bathroom exhaust fans are connected to the exhaust duct leading to the roof and which bathroom exhaust fans need to be connected to the duct and 2) assessing the condition of the existing roof ventilation system.
- (3) Provide a detailed cost estimate of construction work;
- (4) Review existing drawings and site survey;
- (5) Attend pre-bid meeting and provide clarifications to bidders in writing;
- (6) Assist in the evaluation of bids, including the review of the qualifications of all contractors and subcontractors, making a recommendation for award;
- (7) Attend pre-construction meeting and provide clarifications to Contractor;
- (8) Provide four (4) progress inspections;

- (9) Review all technical and administrative submittals made by contractor(s), including but not limited to: shop drawings, product data, inspection reports and certifications, work schedules, maintenance and operating instructions, guarantees and bonds;
- (10) Approve contractor periodic requests for payment.
- (11) Review change orders for approval;
- (12) Include in base price five (5) sets of signed and sealed drawings;
- (13) All documents to be provided to the Authority in electronic format when requested at no additional cost.
- (14) Perform one final inspection to close out the project and prepare a punch list of incomplete or defective work and estimates of the monetary value of such incomplete or defective work;
- (10) Certify, prior to the final acceptance and payment for work, that the work complies in all respects to the contract plans and specifications;
- (11) Provide the Authority with copies of all project documents to include daily logs and inspection forms, testing results, permits and variances, submittals, correspondence, Certification of Completion and all other pertinent documents related to the project.
- (12) The Authority shall be responsible for preparing the bidding and administrative sections of the bid document; the Professional shall only be responsible for providing technical specifications and drawings.

Description of the Housing Developments

Development Name: Samuel J. Kronman Building

Address: 242 South Sixth Street. Highland Park, NJ

Number of Buildings: 1 Six Story High Rise

Number of Dwelling Units and Sizes:

15 Studio Bedrooms 80 One-Bedrooms 5 Two-Bedrooms

Site Inspection by Interested Firms

The sites will be available for inspection by interested firms by appointment only. Please note that a site visit is not mandatory for submission of a proposal but is recommended. Interested firms may call Larry Stecker at 732-634-2750 x111 for an appointment to visit the sites. Technical questions regarding this RFP may be directed in writing to LS@WoodbridgeHousingAuthority.org.

Form of Statement of Qualifications

An interested firm shall respond with a letter of interest, which must include suitable evidence of the firm's ability to perform the services. The statement must include or address the following:

- 1) Standard Form 330 describing the firm's principals, staff and facilities, professional and technical competence, and experience and examples of past projects;
- 2) Evidence that the responsible firm personnel are licensed to perform the required services in the State of New Jersey;
- 3) Evidence of the firm's knowledge of HUD Modernization Standards and Uniform Construction Code of the state of New Jersey;
- 4) Ability of the firm to provide services in a timely manner. If the firm is not from the local area, its plans to operate efficiently to provide services to the Authority;
- 5) New Jersey Business Registration Certificate issued by the New Jersey Department of the Treasury, Division of Revenue;
- 6) Certificate of insurance;
- 7) Fee proposal - The fee proposal (as shown below) shall be in the form of a total stipulated sum for the completion of all services as requested in this RFP;
- 8) If applicable, Minority Business Enterprise Certificate; and
- 9) References.

Selection Procedure and Criteria

The Authority shall use the following criteria to evaluate proposals by point score. The range of points which can be given to any proposal is 0 to 100. Firms will be ranked by their total scores with the highest score receiving the highest ranking.

1. Evidence of the firm's ability to perform the services, as indicated by the principals' and staff's professional and technical credentials, experience, and references, by the firm's facilities, and by the team proposed for this project. (Maximum Rating: 25 points)
2. Experience and expertise in the specific area of services for which the Authority is soliciting services, i.e. exhaust fan modifications/ventilation solutions. (Maximum Rating: 25 points)
3. Experience in work with Public Housing Agencies and other governmental agencies. (Maximum Rating: 20 points)
4. Evidence that the firm is a minority-owned enterprise. (Maximum Rating: 5 points)
5. Proposed Fee. (Maximum Rating: 25 points)

Submittal of Proposal

An interested firm must submit its statement of qualifications, fee proposal, licenses, Business Registration Certificate and W-9 form no later than 2:00 PM on Tuesday, December 12, 2017. The submittal shall be addressed to:

Donna Brightman, Executive Director
Housing Authority of the Borough of Highland Park
242 South Sixth Avenue
Highland Park, NJ 08904
A/E Proposal for Exhaust Fan Modifications

Award of Contract

The contract will be awarded by resolution of the Board of Commissioners of the Authority. The contract may be renewed for additional terms at the sole discretion of the Authority to continue needed work, subject to the limitations on fees described in "Form of Fee Proposal" below and in compliance with the New Jersey Local Public Contracts Law, N.J.A.C. 5:34.8.1, and applicable federal procurement requirements.

Form of Contract

The form HUD-51915, "Model Form of Agreement Between Owner and Design Professional," shall be the form of contract.

Form of Fee Proposal

The Consultant's fee will be a stipulated sum specified in the contract agreement. The proposal must include a proposed fee broken down as follows:

- | | |
|---|--------------------------|
| 1. Schematic Design/Preliminary Study Phase: | \$ _____ |
| 2. Design Development Phase: | \$ _____ |
| 3. Bidding, Construction and Contract Document Phase: | \$ _____ |
| 4. Bidding & Award Phase: | \$ _____ |
| 5. Construction Phase: | \$ _____ |
| 6. Post Completion / Warranty Phase: | \$ _____ |
| Total Basic Services: | \$ _____ |
| Fees for additional services: | |
| Additional inspections: | \$ _____ |
| Other: | Please provide breakdown |
| Reimbursables: | Please provide list |

REQUEST FOR PROPOSALS

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Advertised: Home News Tribune 11/21/17