

REQUEST FOR QUALIFICATION (RFO)

Architectural/Engineering Services

The **Peekskill Housing Authority (PHA)** is requesting qualifications from interested Architectural/Engineering firms to perform basic Architectural/Engineering services under the HUD Capital Fund Program for fiscal years 2020 and 2021. Total remaining project costs would be approximately \$1,500,000 (one million five hundred thousand).

GENERAL

Provide all Architectural/Engineering (A/E) services necessary to prepare the design, bidding, implementation and contract administration for all projects the Housing Authority requests services for. Peekskill Housing Authority does not guarantee that services will be requested and price will be negotiated. If an acceptable price cannot be negotiated for a project, PHA reserves the right to solicit other A/E proposals for the applicable project or reject the project all together.

Peekskill Housing Authority consists of:

Bohlmann Towers – Eight (8) story high-rise building with 144 apartments
Dunbar Heights – 13 townhouse style buildings with 96 apartments
Turnkeys – Three (3) separate sites of townhouse style buildings with 33 apartments
Kiley Youth Center – Community center

All properties are located in Peekskill, NY 10566.

Examples of projects may include roof replacements, boiler replacements, unit updates, siding replacements and any other project consistent with Public Housing and the style of properties listed above.

SCOPE OF SERVICES

The scope of services shall include, but is not limited to the following:

1. Conduct field inspections as necessary and under COVID restrictions for the development of plans and specifications.
2. Develop and prepare all bid documents, specifications and contract documents to comply with US Department of HUD procurement and any other contract administration requirements.
3. Provide professional services in a timely manner.
4. Prepare itemized cost estimate.
5. Assist in the evaluation of all construction bids.
6. Make changes or revisions to the bid documents as may be required as a result of bidding cost overruns in excess of budget.
7. Review all construction related submittals.
8. Conduct job meetings and prepare meeting reports as needed.
9. Conduct inspections during construction phase, and subsequent submittal of the inspection reports.
10. Must conduct the appropriate amount of wage rate interviews of contract employees. HUD-11 "Record of Employee Interview" must be completed by the A/E firm. HUD-11 has to be signed by the interviewer and the employee interviewed.
11. Administer the construction contract including the review of certified payrolls included in

contractor's requisitions for payments by comparing the completed HUD-11 with the applicable published Davis Bacon Wage Rates.

12. Provide the Housing Authority with reproducible copies of all plans with "as built" conditions, upon completion of construction work.

FORM OF PROPOSAL

Please respond with a letter of interest, which must include:

- 1) A clear indication of your understanding of the HUD Capital Fund Program.
- 2) Evidence of your firm's ability to perform the services.
- 3) Evidence that the Architect/Engineer is registered or licensed to perform the required services in the State of New York.
- 4) Evidence of Professional Liability Insurance and a certified statement that the Architect/Engineer, or firm is not debarred, suspended or otherwise prohibited from professional practice by any Federal or State agency.

Also respond to the following:

1. Professional/technical competence and experience.
2. Capability to provide professional services in a timely manner.
3. Past performance in terms of cost control, quality control and compliance with performance schedule.
4. Knowledge of local building codes.
5. Knowledge of HUD's General Conditions and Additional Clauses, and the required contracting procedures of HUD and the Housing Authority.
6. If not from local area, your plan to operate efficiently to provide professional services in the local area.
7. Your efforts to encourage small, women-owned, and minority business participation.
8. Profiles of Firm's principals, staff and facilities.
9. Description of the management and design techniques/approach to be used under this contract.
10. References.

RANKING OF SELECTION CRITERIA

The Housing Authority will use a ranking system in evaluating responses. The Housing Authority will evaluate all responses and select the three most qualified names or firms and rank them in one-two-three order. The top ranked firm will be contacted and a formal interview will be conducted so the Housing Authority can discuss future plans and gain an understanding of the A/E firm. If in the event that the Housing Authority does not feel the top ranked A/E firm is the most advantageous for the PHA, we will begin interviews with the next lower ranked firm. An evaluation panel will be established and the following selection criteria will be used to score and rank responses:

Section Criteria No. 1

Past performance in terms of control, quality of work and compliance with performance schedules.

Excellent 20 Points

Good 10 Points

Fair 5 Points

Section Criteria No. 2

Capability to provide professional services in a timely manner.

Excellent 20 Points

Good 10 Points

Fair 5 Points

Selection Criteria No. 3

Professional competence and experience with HUD projects.

Excellent 30 Points

Good 20 Points

Fair 10 Points

Selection Criteria No. 4

Knowledge of local building codes.

Excellent 10 Points

Good 5 Points

Fair 3 Points

Selection Criteria No. 5

Proposed design approach.

Excellent 20 Points

Good 10 Points

Fair 5 Points

Additional consideration will be given to small, women-owned, and minority business enterprises.

The successful A/E firm who is awarded the contract will be required to do an inspection of all properties to make recommendations of any immediate and future physical needs.

All responses should directly address each specific selection criteria under specific headings. Responses must be received in a sealed envelope marked "A/E Services –Peekskill Housing Authority" by the Housing Authority Office no later than **11:00 AM, Thursday, November 4th, 2021** and shall be addressed to:

Ms. P Holden Croslan
Executive Director
Peekskill Housing Authority
807 Main Street
Peekskill, NY 10566

The Peekskill Housing Authority is an Equal Opportunity Employer.