

REQUEST FOR PROPOSALS

Architectural/Engineering Services
For the Preparation of Plans & Specification for
Replacement of damaged sidewalks, asphalt, and
installation of railings.

MONTGOMERY TERRACE



Due by: Tuesday, January 25th, 2022, at 1:00 PM

Red Bank Housing Authority
52 Evergreen Terrace
Red Bank, New Jersey 07701
732 741-1808

REQUEST FOR PROPOSALS

The Red Bank Housing Authority will accept proposals for Architectural/Engineering services for the 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 services that are requested will be at Montgomery Terrace as follows:

- 1) Evaluate all sidewalks, curbing, porches, and parking lots at Montgomery Terrace to determine the cost of the repairs and replacement.
- 2) Prepare detailed cost estimates for the repair and replacement of the designated work items.
- 3) Review the cost estimates with the Executive Director to determine which items will be addressed within the approved budget. It is estimated that the total repair budget will be \$200,000.00.
- 4) Prepare detailed plans and specification for the repair work.
- 5) Incorporate the plans and specifications into a set of public bidding documents. The final bidding documents must include all necessary forms and requirements of the Monmouth County Community Development Program. The documents must also comply with the New Jersey Local Public Contract Law.
- 6) The A/E firm will be required to review all bids received for the repair work, prepare a tabulation of the bids, and make a recommendation on the award of the contract to the lowest

responsible bidder per state law.

7) The A/E firm will be required to inspect all work weekly and prepare a written report of the site meeting indicating general observations of the work, progress, defects, and recommendations to the contractor. The report should include pictures of the work conditions.

8) The A/E firm shall review all requests for change-orders and approved as necessary.

9) The A/E firm will review the contractor's requisitions, adjust as necessary and make final approval of the progress payments. Prior to approval, the A/E firm will ensure that the necessary wage reports have been submitted and comply with the applicable prevailing wage rates.

10) Attend meetings as necessary with the Executive Director to discuss the proposed work items, project schedule and other issues necessary for A/E firm to complete the bidding documents and execute the construction contract.

11) Attend one (1) meeting with the Authority's Board of Commissioners to discuss the selected work items prior to preparation of the bidding documents and one (1) meeting at project completion to discuss the close-out of the work.

12) Prepare and submit a Certificate of Completion to the Housing Authority with all warranties and guarantees attached prior to approval of final payment to the contractor.

13) Other items as request by the Housing Authority.

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 lump-sum fee for all work included in this RFP. 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) Valid New Jersey Business Registration Form
- 7) Certification that neither the firm nor any of the principals have been suspended or debarred from participation in HUD Programs.
- 8) Non-collusive Affidavit
- 9) Affirmative Action Compliance Notice
- 10) Stockholder Disclosure Form

Proposals should be delivered to the Red Bank Housing Authority,

52 Evergreen Terrace, Red Bank, New Jersey by 1:00 P.M. on or before Tuesday, January 25th, 2022.

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 solicitation for proposals is being made in accordance with the New Jersey Local Unit Pay to Play law (NJSA 19:44A 20.4 et seq.) as a "fair and open" process. All proposals will be opened on the date and time specified in the RFP.

WILLIAM F. SNYDER
Interim Executive Director

**Red Bank Housing Authority
52 Evergreen Terrace
Red Bank, New Jersey**

A/E Services
Preparation of Bidding Documents
(Sidewalks, Asphalt & Railings)

PROPOSAL SUBMISSION SHEET

- 1) Name/Address of Firm:

- 2) Telephone Number:

- 3) Contact Person:

- 4) Amount of Fee:
 - a) Lump-Sum for RFP scope of Services \$ _____
 - b) Hourly Rate for Other services \$ _____

- 5) Amount of any expected reimbursables:

- 6) Other:

COMPETITIVE PROPOSAL EVALUATION SYSTEM

Professional Services

Type of Services: A/E Services-Public Bidding Documents
(Montgomery Terrace)

Name/Address of Respondent:

- 1) Demonstrated experience and competence in this type of work (20 Points).
- 2) Familiarity with the Red Bank Housing Authority's Programs in specific and HUD rules and regulation in general (20 Points).
- 3) Capability and capacity to accomplish work within the required time period (10 Points).
- 4) Geographic location of the firm relative to the proximity to the Housing Authority (5 Points).
- 5) Specialized experience of key personnel in Housing Authority Programs & Streamlined Voluntary Conversion (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 (15 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 Red Bank Housing Authority 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 for sidewalk, asphalt & railing repairs at Montgomery Terrace. All services must be in accordance with the existing laws, rules, orders, directives, and regulations governing these services and supplies.

All persons interested in submitting a proposal for architectural/engineering services should contact the Red Bank Housing Authority to receive a copy of the formal Request for Proposals (RFP). The RFP specifies the scope of the services and the requirements for submitting proposals. The RFP is also uploaded to our website at: redbankhousing.org

All proposals must be submitted to the office of the Red Bank Housing Authority, 52 Evergreen Terrace, Red Bank, New Jersey on or before Tuesday, January 25th, 2022, by 1:00 PM. The buildings are available for inspection between the hours of 10:00 AM to 2:00 PM, Monday to Friday.

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

This solicitation for proposals is being made in accordance with the New Jersey Local Unit Pay to Play law (NJSA 19:44A 20.4 et seq.) as a “fair and open” process. All proposals will be opened on the date and time specified in the RFP.

WILLIAM F. SNYDER
Interim Executive Director

STANDARD BID DOCUMENT REFERENCE

Reference: VII-H

Name of Form:

NON-COLLUSION AFFIDAVIT

Statutory Reference:

No specific statutory reference
State Statutory Reference N.J.S.A. 52:34-15

Instructions Reference:

Statutory and Other Requirements VII-H

Description:

The Owner's use of this form is optional. It is used to ensure that the bidder has not participated in any collusion with any other bidder or Owner representative or otherwise taken any action in restraint of free and competitive bidding.

NON-COLLUSION AFFIDAVIT

State of New Jersey
County of _____

ss:

I, _____ residing in _____
(name of municipality) (name of affiant)

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

I am _____ of the firm of _____
(title or position) (name of firm)

_____ the bidder making this Proposal for the bid
entitled _____,
(title of bid proposal)

and that I executed the said proposal with full authority to do so that said bidder has not, directly or indirectly entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free, competitive bidding in connection with the above named project; and that all statements contained in said proposal and in this affidavit are true and correct, and made with full knowledge that the _____ relies upon the truth of the statements contained in said Proposal
(name of contracting unit)

and in the statements contained in this affidavit in awarding the contract for the said project.

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, except bona fide employees or bona fide established commercial or selling agencies maintained by _____.

Subscribed and sworn to

before me this day

Signature

_____, 2_____

(Type or print name of affiant under signature)

Notary public of

My Commission expires _____

(Seal)

STANDARD BID DOCUMENT REFERENCE	
	Reference: VII-A
Name of Form:	AFFIRMATIVE ACTION COMPLIANCE NOTICE
Statutory Reference:	N.J.S.A. 10:5-31 (P.L 1975, c.127) and N.J.A.C 17:27-1 et seq.
Instructions Reference:	Statutory and Other Requirements VII-A-1
Description:	To assure vendor compliance with State affirmative action requirements.

Each contractor shall submit to the public agency, after notification of award but prior to execution of a goods and services contract, one of the following three documents:

1. A photocopy of a valid letter that the contractor is operating under an existing Federally approved or sanctioned affirmative action program (good for one year from the date of the letter); or
2. A photocopy of a Certificate of Employee Information Report approval, issued in accordance with N.J.A.C. 17:27-4; or
3. A photocopy of an Employee Information Report (Form AA302) provided by the Division and distributed to the public agency to be completed by the contractor in accordance with N.J.A.C. 17:27-4.

This form provides the bidder guidance on the requirements. It is advisory in nature only and is a non-mandatory, waivable form.

For information on the requirements of the Affirmative Action Law, contact:

Division of Contract Compliance & Equal Employment Opportunity in Public Contracting
 Department of the Treasury
 State of New Jersey
 P.O. Box 209
 Trenton, NJ 08625-0209
 609-292-5473
 E-mail: www.state.nj.us/treasury/contract_compliance/ccmail.shtml
 Agency website: www.state.nj.us/treasury/contract_compliance

AFFIRMATIVE ACTION COMPLIANCE NOTICE
N.J.S.A. 10:5-31 and N.J.A.C. 17:27

GOODS AND SERVICES CONTRACTS
(INCLUDING PROFESSIONAL SERVICES)

This form is a summary of the successful bidder's requirement to comply with the requirements of N.J.S.A. 10:5-31 and N.J.A.C. 17:27-1 et seq.

The successful bidder shall submit to the public agency, 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 contractor 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. 17:27-4.

OR

(c) A photocopy of an Employee Information Report (Form AA302) provided by the Division and distributed to the public agency to be completed by the contractor in accordance with N.J.A.C. 17:27-4.

The successful vendor may obtain the Affirmative Action Employee Information Report (AA302) from the contracting unit during normal business hours.

The successful vendor(s) must submit the copies of the AA302 Report to the Division of Contract Compliance and Equal Employment Opportunity in Public Contracts (Division). The Public Agency copy is submitted to the public agency, and the vendor copy is retained by the vendor.

The undersigned vendor certifies that he/she is aware of the commitment to comply with the requirements of N.J.S.A. 10:5-31 and N.J.A.C. 17:27.1 et seq. and agrees to furnish the required forms of evidence.

The undersigned vendor further understands that his/her bid shall be rejected as non-responsive if said contractor fails to comply with the requirements of N.J.S.A. 10:5-31 and N.J.A.C. 17:27-1 et seq.

COMPANY: _____

SIGNATURE:

PRINT NAME: _____

TITLE: _____

DATE: _____

STATEMENT OF OWNERSHIP DISCLOSURE

N.J.S.A. 52:25-24.2 (P.L. 1977, c.33, as amended by P.L. 2016, c.43)

This statement shall be completed, certified to, and included with all bid and proposal submissions. Failure to submit the required information is cause for automatic rejection of the bid or proposal.

Name of Organization:

Organization Address:

Part I Check the box that represents the type of business organization:

- Sole Proprietorship (skip Parts II and III, execute certification in Part IV)
- Non-Profit Corporation (skip Parts II and III, execute certification in Part IV)
- For-Profit Corporation (any type) Limited Liability Company (LLC)
- Partnership Limited Partnership Limited Liability Partnership (LLP)
- Other (be specific):
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Part II

- The list below contains the names and addresses of all stockholders in the corporation who own 10 percent or more of its stock, of any class, or of all individual partners in the partnership who own a 10 percent or greater interest therein, or of all members in the limited liability company who own a 10 percent or greater interest therein, as the case may be. **(COMPLETE THE LIST BELOW IN THIS SECTION)**

OR

- No one stockholder in the corporation owns 10 percent or more of its stock, of any class, or no individual partner in the partnership owns a 10 percent or greater interest therein, or no member in the limited liability company owns a 10 percent or greater interest therein, as the case may be. **(SKIP TO PART IV)**

(Please attach additional sheets if more space is needed):

Name of Individual or Business Entity	Home Address (for Individuals) or Business Address

Part III DISCLOSURE OF 10% OR GREATER OWNERSHIP IN THE STOCKHOLDERS, PARTNERS OR LLC MEMBERS LISTED IN PART II

If a bidder has a direct or indirect parent entity which is publicly traded, and any person holds a 10 percent or greater beneficial interest in the publicly traded parent entity as of the last annual federal Security and Exchange Commission (SEC) or foreign equivalent filing, ownership disclosure can be met by providing links to the website(s) containing the last annual filing(s) with the federal Securities and Exchange Commission (or foreign equivalent) that contain the name and address of each person holding a 10% or greater beneficial interest in the publicly traded parent entity, along with the relevant page numbers of the filing(s) that contain the information on each such person. **Attach additional sheets if more space is needed.**

Website (URL) containing the last annual SEC (or foreign equivalent) filing	Page #'s

Please list the names and addresses of each stockholder, partner or member owning a 10 percent or greater interest in any corresponding corporation, partnership and/or limited liability company (LLC) listed in Part II **other than for any publicly traded parent entities referenced above.** The disclosure shall be continued until names and addresses of every noncorporate stockholder, and individual partner, and member exceeding the 10 percent ownership criteria established pursuant to N.J.S.A. 52:25-24.2 has been listed. **Attach additional sheets if more space is needed.**

Stockholder/Partner/Member and Corresponding Entity Listed in	Home Address (for Individuals) or Business Address
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Part II	

Part IV Certification

I, being duly sworn upon my oath, hereby represent that the foregoing information and any attachments thereto to the best of my knowledge are true and complete. I acknowledge: that I am authorized to execute this certification on behalf of the bidder/proposer; that the **<name of contracting unit>** is relying on the information contained herein and that I am under a continuing obligation from the date of this certification through the completion of any contracts with **<type of contracting unit>** to notify the **<type of contracting unit>** in writing of any changes to the information contained herein; that I am aware that it is a criminal offense to make a false statement or misrepresentation in this certification, and if I do so, I am subject to criminal prosecution under the law and that it will constitute a material breach of my agreement(s) with the, permitting the **<type of contracting unit>** to declare any contract(s) resulting from this certification void and unenforceable.

Full Name (Print):		Title:	
Signature:		Date:	