

REQUEST FOR PROPOSALS

**Architectural/Engineering Services
To Prepare Public Bidding Documents**



Due by: August 23, 2023

REQUEST FOR PROPOSALS

The Asbury Park Housing Authority, New Jersey will accept proposals for Architectural/Engineering services for the preparation of public bidding documents for various capital improvements at several locations in Asbury Park, New Jersey. 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 under HUD's Capital Fund Program (CFP). The improvements will be undertaken with funds allocated under the CFP Program.

The services that are requested will be as follows:

- 1) Prepare initial cost estimates of all work-items being publicly bid. The estimated budget for all work items is \$3,000,000.00.
- 2) Prepare public bidding documents for the following work items:
 - a) Upgrade elevators at Lumley 1 & Lumley 2. One elevator at each building. The bidding documents must address the resident access while the elevator is out of service.
 - b) Resurface Parking lots at Robinson Towers, Lumley Homes, Comstock Court, Washington Village, Asbury Park Village.
 - c) Installation of handicapped entrance access at Comstock.
 - d) Replace all common area flooring and cove base (Robinson, Lumley 1 & 2, Comstock).
 - e) Replacement of exterior fencing at Robinson Towers, Lumley Homes, Comstock Court.
 - f) Replacement of storm doors at Asbury Park Village, Washington Village.
 - g) Other work items as designated by the Housing Authority
- 3) Prepare completed plans and specifications 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 these projects.

- 5) Assist the Authority is reviewing bids submitted in response to the bidding documents and make a recommendation to the Board of Commissioners on the lowest responsible bidder(s) (including checking on the contractor's references).
- 6) Conduct a pre-construction meeting with the contractor, 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 (including inspections).

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 the items listed on the Proposal Submission Sheet. 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 received by the Asbury Park Housing Authority 1000 ½ 3rd Avenue, Asbury Park, New Jersey by 10:00 A.M. on or before August 23, 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 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 publicly opened on the date and time specified in the RFP.

WILLIAM F. SNYDER

Interim Executive Director

A/E Services
Public Bidding Documents

PROPOSAL SUBMISSION SHEET

1) Name/Address of Firm:

2) Telephone Number:

3) Contact Person:

4) Amount of Fee:

- | | |
|------------------------------------|---------|
| a. Upgrade elevators at Lumley 1&2 | \$_____ |
| b. Resurface Parking lots | \$_____ |
| c. Handicapped Ramp | \$_____ |
| d. Flooring | \$_____ |
| e. Repair Fencing | \$_____ |
| f. Storm Door Replacement | \$_____ |

Total Fee \$_____

- | | |
|---|---------|
| g. Hourly rates for additional services | \$_____ |
|---|---------|

5) Amount of any expected reimbursables:

6) Other:

COMPETITIVE PROPOSAL EVALUATION SYSTEM

Professional Services

Type of Services: A/E Services-Building Rehabilitation

Name/Address of Respondent:

- 1) Demonstrated experience and competence in this type of work (25 Points).**
- 2) Familiarity with the Asbury Park 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

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 various work items. All services must be in accordance with the existing laws, rules, orders, directives and regulations governing these services and supplies.

Sealed bids for providing Architectural/Engineering Services for the Asbury Park Housing Authority shall be accepted no later than 10:00am (prevailing time) on August 23, 2023 at the Administration Offices of the Housing Authority. The buildings are available for inspection between the hours of 10:00AM – 3:00PM, Monday through Friday.

Bids may be submitted by either mail, digitally (e.g. PDF or other common read-only format), or in person by the Bidder or their agent. No late bids will be accepted.

All hard-copy bids shall be enclosed in a sealed envelope bearing the name of the bidder and clearly marked "Architectural/Engineering Services."

The information for the Bidders, Form of Bid, and Specifications may be reviewed, obtained and submitted via:

1. Visiting our website at www.aphanj.org. Select Business tab, then select Requests for Proposals. Select RFP.
2. Copies may also be picked up in person at:

Asbury Park Housing Authority
1000 ½ Third Avenue
Asbury Park, NJ 07712

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 publicly opened on the date and time specified in the RFP.

WILLIAM F. SNYDER
Interim Executive Director

Date: July 14, 2023

STANDARD BID DOCUMENT REFERENCE
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		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: [mailto: www.state.nj.us/treasury/contract_compliance/ccmail.shtml](mailto: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: _____

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 affiant) (name of municipality)

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 _____, and that I executed the said proposal with
(title of bid proposal)

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

_____, 2023

(Type or print name of affiant under signature)

Notary public of

My Commission expires _____
(Seal)

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): _____

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	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 Part II	Address

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:	

LINKS BELOW FOR THE FOLLOWING ATTACHMENTS:

Attachment B – Bonding Requirements

Attachment C – Executive Order 11246 & MBE/WBE Procurement

Attachment D – Accessibility to Construction Site and Contractor’s Files

Attachment E – Interest of Other Parties

Attachment F – New Jersey Wage Law, Federal Labor Standards Provisions & Payroll Forms

Attachment G – Contractor Clearance Requirements

Attachment H – 2 CFR Part 200 Appendix II – Administrative Requirements

Attachment I – Certification Regarding Lobbying

Attachment J – Construction Standards

Attachment K – Section 3 Contracts

Non-Conclusion Affidavit

Statement of Compliance

NJ Public Works Registration Certificate

https://na4.documents.adobe.com/public/esignWidget?wid=CBFCIBAA3AAABLblqZhCEB2DNfEZ67X6H28xvWC8E-upcPUWP8oe4LLOIjRw538lweBls1SfwW8UJ6ufRBA4*

https://na4.documents.adobe.com/public/esignWidget?wid=CBFCIBAA3AAABLblqZhB-TRF9OLaRTToFWGuhg_xRs0RsYzN-9rIGbsTX3wQFMFUEV1ENPDs00TQS7j2cNE40*

https://na4.documents.adobe.com/public/esignWidget?wid=CBFCIBAA3AAABLblqZhCKfpNPCZzVEHJPNBBmmV4-KDvShVHugIdDpcPOArwjlaywYoB62E-r9v73DQPFwzw*