

REQUEST FOR QUALIFICATION (RFQ)

Architectural/Engineering Services

The Township of Neptune Housing Authority is requesting qualifications from interested Architectural/Engineering firms to perform basic Architectural/Engineering services under the HUD funded Capital Fund Programs.

GENERAL

Provide all Architectural/Engineering (A/E) services necessary to prepare the design, bidding, and implementation of the 2025 CFP budgeted items listed below.

Work Item

<u>Development</u>	<u>Work Item</u>	<u>Budget</u>
NJ48-1 (Site 3 & 5)	Site Improvement (Sidewalk & Porch)	\$ 110,000
NJ48-1 (Site 3 & 5)	Building Exterior Upgrade (Siding)	\$ 110,000
NJ48-1 (Site 3)	Boiler Upgrade	\$ 80,000
NJ48-2 (Site 4 & 6)	Boiler & Hot Water Heater Upgrade	\$ 200,000
<u>Total</u>		<u>\$ 500,000</u>

SCOPE OF SERVICES

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

1. Conduct field inspections for the development of plans and specifications.
2. Develop and prepare all bid documents, specifications and contract documents to comply with U.S. Department of HUD procurement and 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 bi-monthly job meetings and prepare meeting reports.
9. Conduct inspections during construction phase, and subsequent submittal of the inspection reports.

10. Provide the Housing Authority with reproducible copies of all plans with "as built" conditions, upon completion of construction work.
11. Administer the construction contract including the review of certified payrolls included in contractor's requisitions for payments.

FORM OF PROPOSAL

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

- 1) A clear indication of your understanding of the modernization 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 Jersey.
- 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.
- 5) Copy of Business Registration Certificate - State of New Jersey.

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 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 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. An evaluation panel of three persons will be established. The following selection criteria will be used to score and rank responses:

Selection Criteria No. 1

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

Excellent 20 Points

Good 10 Points

Fair 5 Points

Selection 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/technical competence and experience in government contracting principles and public and/or assisted housing.

Excellent 30 Points

Good 20 Points

Fair 10 Points

Selection Criteria No. 4

Knowledge of 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

All responses should directly address each specific selection criteria under specific headings. Responses must be received in a sealed envelope marked "A/E Service – 2025 CFP" by the Housing Authority Office no later than **12 Noon, Thursday, November 20, 2025**, and shall be addressed to:

Township of Neptune Housing Authority
1810 Alberta Avenue
Neptune, NJ 07753

For additional information, please contact the Housing Authority at (732) 774-7692 Ext 102.

The Township of Neptune Housing Authority is an Equal Opportunity Employer.