

THE HOUSING AUTHORITY OF THE TOWN OF PORTLAND
Request for Proposals from Architects/Engineers
to Assist the Housing Authority in
Preparation of Plans, Specifications & Contract Documents
for Various Improvements

The Housing Authority of the Town of Portland extends an invitation to architects/engineers to submit a statement of their qualifications to the Authority. The architect's/engineer's qualifications should indicate the ability to perform work required in a timely and sufficient manner. The architect/engineer must be licensed to perform services in the State of Connecticut.

The services being required by the Housing Authority will include but shall not be limited to schematic design, preliminary studies, preparation and design of construction documents, work write-ups, cost estimates, evaluation of construction bids, inspection of materials and workmanship during construction, and post completion documents for the various improvements at Chatham Court, Quarry Heights and other projects identified by the Housing Authority. The projects will include various types of modernization improvements.

The entire procurement procedure and contract award will be subject to U.S. Department of Housing and Urban Development approval, and all applicable Federal/State Laws and Regulations. The architect/engineer selected shall comply with: a) the Equal Employment Opportunity and Affirmative Action Requirements adopted by the Authority in compliance with said order, and b) Section 3 of the Housing and Urban Development Act of 1968 and the regulations issued thereunder.

Profiles of the firm's principals, staff and facilities must be submitted along with a list of completed projects, especially projects completed with H.U.D. funds. The architect/engineer should specify any work performed under the Comprehensive Grant Program and/or the Capital Fund Program.

A certified statement that the architect/engineer is not debarred, suspended, or otherwise prohibited from professional practice by any Federal, State, or local agency must also be submitted. In addition, the following insurance will be required:

1. Professional Liability including Errors and Omissions,
2. Comprehensive General Liability,
3. Automobile Liability,
4. Valuable Papers Destruction policy,
5. Workers' Compensation and Employer Liability policy.

The Architect/Engineer should have previous experience in providing professional services to public housing authorities and must display evidence of knowledge with HUD, CHFA, DOH and State of CT regulations. Completed current federal GSA Form 330 must be submitted.

Evaluation Criteria:

1. Firm's qualifications - history and resource capability to perform required services in a timely manner (25 Points).
2. Evaluation of staff personnel (25 Points).
3. H.U.D. experience, including the Capital Fund Program and/or the Comprehensive Grant Program (20 Points).
4. CHFA, DOH and Other relative experience (20 Points).
5. Overall response to RFQ (10 Points).

All interested firms shall submit proposals to:

Allen Harrison
Executive Director
Housing Authority of the Town of Portland
9 Chatham Court, Portland, CT 06480

by 11:00 a.m. on or before Wednesday, July,15, 2020. Further information may be obtained by calling Allen Harrison at (860) 342-1688 ext. 111.

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER