



REQUEST FOR PROPOSALS

ARCHITECTURAL SERVICES – REPLACEMENT OF APARTMENT KITCHENS
Samuel Roodner Court Apts.

ISSUE DATE
April 20, 2018

Pre-Submittal Meeting
May 2, 2018 @ 11:00 AM

RESPONSE SUBMISSION DATE
May 22, 2018 @ 2:00PM

CONTACT
Greg Lickwola
Construction Manager
Housing Authority of the City of Norwalk
P.O. Box 508, 24 ½ Monroe Street
Norwalk, Connecticut 06856-0508
Phone 203-838-8471
Email: glickw@norwalkha.org
www.norwalkha.org

SECTION 1

1.0: INTRODUCTION TO REQUEST FOR PROPOSALS

1.1 Invitation

Thank you for your interest in this Request for Proposals (“RFP”). The Housing Authority of the City of Norwalk (NHA) invites responses (“Proposals”) which offer to provide the services described in Section 2.0: “Scope of Services.”

1.2 Agreement Terms and Conditions

The Proposer(s) selected to provide the service(s) requested herein (the “Successful Proposer(s)”) shall be required to execute a Professional Services Agreement (“Agreement”) with the NHA.

1.3 Submission of Responses

Sealed written Responses must be received no later than the date, time, and at the location indicated on the cover of this RFP to be responsive. Faxed documents are not acceptable. One (1) original and Three (3) bound copies of your complete response to this RFP must be delivered to:

Mr. Greg Lickwola, Construction Manager
Norwalk Housing Authority
P.O. Box 508, 241/2 Monroe Street
Norwalk, CT 06854

Responses must be clearly marked on the outside of the package referencing

ARCHITECTURE SERVICES –Samuel Roodner Court Apts. Kitchen Replacement.

Responses received at any other location than the or after the Response Submission Date and time shall be deemed non-responsive and shall not be considered

1.4 Additional Information or Clarification

Requests for additional information or clarifications must be made in writing to the NHA at the location listed on the cover page of this RFP. Proposers may also e-mail their requests for additional information or clarifications.

The NHA will issue responses to inquiries and any other corrections or amendments it deems necessary in written addenda issued prior to the Response Submission Date. Proposers should not rely on any representations, statements or explanations other than those made in this RFP or in any written addendum to this RFP. Where there appears to be conflict between the RFP and any addenda issued, the last addendum issued shall prevail.

It is the Proposer's responsibility to assure submission and receipt of all addenda.

1.5 Award of an Agreement

An Agreement may be awarded to the Successful Proposer for the project by the NHA Board of Commissioners, based upon the qualification requirements reflected herein. The NHA reserves the right to execute or not execute, as applicable, an Agreement with the Successful Proposer when it is determined to be in the NHA's best interests.

1.6 Agreement Execution

By submitting a Response, the Proposers agree to be bound to and execute an Agreement for Architecture Services.

1.7 Unauthorized Work

The Successful Proposer(s) shall not begin work until the NHA issues a Notice to Proceed. Such Notice to Proceed shall constitute the NHA's authorization to begin work. Any unauthorized work performed by the Successful Proposer(s) shall be deemed non-compensable by the NHA and Proposer will not have any recourse against the NHA for performing unauthorized work.

1.8 Submittal Instructions

Careful attention must be given to all requested items contained in this RFP. Proposers are invited to submit Responses in accordance with the requirements of this RFP. PLEASE READ THE ENTIRE SOLICITATION BEFORE SUBMITTING A RESPONSE. Proposers shall make the necessary entry in all blanks and forms provided for the Response.

Responses shall be submitted in a sealed envelope or package with the RFP Samuel Roodner Court Removal and replacement of Kitchens and opening date clearly noted on the outside of the envelope.

1.9 Changes/Alterations

Proposer may change or withdraw a Response at any time prior to Response Submission Deadline. All changes or withdrawals shall be made in writing. Oral/Verbal changes, modifications or withdrawals will not be recognized and will be disregarded. Written modifications will not be accepted after the response Submission Deadline. Proposers shall not assign or otherwise transfer their Response.

1.10 Sub-consultant(s)

A Sub-consultant is an individual or firm contracted by the Proposer or Proposer's firm to assist in the performance of services required under this RFP. A Sub-consultant shall be paid through Proposer or Proposer's firm and not paid directly by the NHA. Sub-consultants are allowed by the NHA in the performance of the services delineated within this RFP. Proposer must clearly reflect in its Response the major Sub-consultants to be utilized in the performance of required services. The NHA retains the right to accept or reject any Sub-consultant proposed in the Response of Successful Proposer(s) or proposed prior to Agreement execution. Any and all liabilities regarding the use of a Sub-consultant shall be borne solely by the Successful Proposer(s) and insurance for each Sub-consultant must be maintained in good standing and approved by the NHA throughout the duration of the Agreement. Neither the Successful Proposer(s) nor any of its Sub-consultants are employees or agents of the NHA. Failure to list all major Sub-consultants and provide the required information may disqualify any proposed Sub-consultants from performing work under this RFP. Proposers shall include in their Responses the requested Sub-consultant information and include all relevant information required of the Proposer.

Proposers are expressly prohibited from substituting Sub-consultant contained in the Response. Such substitution, for any reason, after receipt of the Response, and prior to award by the NHA, shall result in disqualification of the Response from further consideration for award.

1.11 Discrepancies, Errors, and Omissions

Any discrepancies, errors, or ambiguities in the RFP or addenda (if any) should be reported in writing to the NHA in the manner prescribed in the RFP Section 1.4. Should it be necessary, the NHA will issue an addendum clarifying such conflicts or ambiguities.

1.12 Disqualification

The NHA reserves the right to disqualify Responses upon evidence of collusion with intent to defraud or other illegal practices on the part of the Proposer. It also reserves the right to waive any immaterial defect or informality in any Response; to reject any or all Responses in whole or in part, or to reissue a RFP.

Any Proposer who submits in its Response any information that is determined by the NHA, in its sole opinion, to be substantially inaccurate, misleading, exaggerated, or incorrect, shall be disqualified from consideration for award of the Agreement.

1.13 Proposer's Expenditures

Proposers understand and agree that any expenditure they make in preparation and submittal of Responses or in the performance of any services requested by the NHA in connection with the Responses to this RFP are exclusively at the expense of the Proposers. The NHA shall not pay or reimburse any expenditure or any other expense incurred by any Proposer in preparation of a Response and/or anticipation of a contract award and/or to maintain the approved status of the Successful Proposer(s). if an Agreement is awarded, and/or administrative or judicial proceedings resulting from the solicitation process.

SECTION 2

2.0. RFP SCOPE OF SERVICES

2.1. Purpose

The NHA is seeking the services of an Architecture firm (prime) to provide professional services for the development of Architectural plans, specifications, bidding assistance and construction administration/inspection services for Samuel Roodner Court Apts. Kitchen Replacements. The Proposer and its Sub-consultants must be able to perform every element of the scope of services as outlined below.

2.2. Background and Existing Conditions

Samuel Roodner Court Apts. are a federally financed family, complex consisting of 218 apartments in thirteen (13), three (3) story type apartment buildings. The complex was built in 1953 and consists of one bedroom, two-bedroom, three bedrooms, four and five-bedroom **type apartments**.

The NHA will be selecting an Architectural firm to lead us through the implementation of the design and replacement of all Kitchens in the 218 apartments. As part of this renovations work the Architectural Firm shall investigate and recommend to the Housing Authority alternate pricing for materials and unit pricing for subfloor/Flooring and painting, etc. and energy efficient lighting and possible energy rebates available.

Limited drawings are available for these buildings AND THOROUGH FIELD INVESTIGATION IS EXPECTED BY THE SELECTED PROFESSIONAL.

2.3. Scope of Services

Consultant shall provide the following services:

- Architecture (schematic design, design development and construction documents)
- Building Inspection and Assessment
- Building Specifications
- Mechanical, Electrical Work
- Cost Estimating
- As-built preparation
- Bidding Assistance
- Construction Administration/Inspection Services

These services shall include all trades deemed necessary to complete the plans and specifications for the NHA to have all the necessary documents required for construction.

2.4. Proposed Project

The intent of the project is to complete, kitchen replacement, in all residential buildings. The Learning Center building is NOT in the scope of this work. This should include scope determination, value engineering and material selections that will assist the NHA in accomplishing this effort.

SECTION 3

3.0: RFP GENERAL CONDITIONS

3.1. Acceptance/Rejection

The NHA reserves the right to accept or reject any or all Responses or to select the Proposer(s) that, in the opinion of the NHA, is/are in its best interest(s). The NHA also reserves the right to reject any Proposer(s) who has previously failed to properly perform under the terms and conditions of a contract, to deliver on time any contracts with the NHA, and who is not able to perform the requirements defined in this RFP. Further, the NHA may waive informalities, technicalities, minor irregularities, and/or request new Responses for the services specified in this RFP and may, at its discretion, withdraw and/or re-advertise the RFP.

3.2. Legal Requirements

This RFP is subject to all applicable federal, state, and local laws, codes, ordinances, rules and regulations that in any manner affect all the services covered herein. Lack of knowledge by the Proposer shall in no way be cause for relief from responsibility.

3.3 Non-Appropriation of Funds

If insufficient funds are appropriated, and budgeting or funding is otherwise unavailable in any fiscal period for this Project, then the NHA, shall have the unqualified right to terminate the Work Order(s), or Agreement upon written notice to the Consultant, without any penalty or expense to the NHA. No guarantee, warranty or representation is made that any work or any project(s) will be assigned to any firm(s).

3.4 Minimum Qualification Requirements

The Proposer(s) must have a minimum of five (5) years' experience in providing the required professional services. The Proposer must have a proven record of successfully completing projects. The Proposer must be able to demonstrate experience with the design and rehabilitation of affordable housing type renovation projects within the past 5 years. These projects must be of similar size, scope and complexity and should include projects of various type of renovation from light interior/exterior renovations to full gut rehabilitation.

A minimum of three (3) references from Owners of the project(s) of a similar size, scope, and complexity are to be included in the Response. Failure to submit the reference forms may result in the Response being deemed non-responsive.

Each firm interested in responding to this RFP must provide information on the firm's qualifications and experience, qualifications of the project team, members and staff, Project Manager's experience, and previous work of similar size, scope and complexity. See Section 4.0 "Instructions for Submitting a Response: Submission Requirements" for further direction. Responses that do not completely adhere to all requirements may be considered non-responsive and eliminated from the process.

3.5 Review of Responses for Responsiveness

Each Response will be reviewed to determine if it is responsive to the submission requirements outlined in the RFP. A "responsive" Response is one which meets the requirements of the RFP, is submitted in the format outlined in the RFP, is of timely submission, and has appropriate signatures/attachments as required on each document.

3.6 Clarifications

The NHA reserves the right to request clarifications of information submitted and to request any necessary supporting documentation or information of one or more Proposers after the deadline for submission of Responses.

3.7 Key Personnel

After submission of a Response and prior to award of an Agreement, Key Personnel shall not be changed. Any changes in Key Personnel will result in the Response being rejected and not considered for award.

SECTION 4

4.0: INSTRUCTIONS FOR SUBMITTING A RESPONSE

Submit the following information and documents with Proposer's Response to this RFP. Failure to do so may deem your Responses non-responsive. Non-responsive submittals will receive no further consideration.

4.1 Submission Requirements

Each Response must contain the following documents fully completed and signed as required. Proposers shall prepare their Responses utilizing the format outlined below. Each section of the Response as stipulated shall be separated by a tabbed divider identifying the corresponding section number. Proposers are not to submit any information in response to this RFP that has not been requested or which the Proposer considers confidential. Submission of any confidential information will be deemed a waiver of any confidentiality or other such protection, which would otherwise be available to the Proposer, except as specifically permitted. Proposers are not to include any documents not specifically required or requested.

Do not include additional information not requested in this RFP unless specified in the form of an Addendum.

A. CONTENTS OF QUALIFICATION STATEMENT:

- 1. Proposal Letter**
- 2. Qualifications of the Firm**

Proposer shall provide the following information as separate sections under this Category. Each section is to be identified by the corresponding letter for the section and the sections are to be submitted in the same order as that shown below:

- a. Copies of any federal, State of Connecticut, county or local small and/or minority business certifications. (Submit company certification, not personal certifications)
- b. Copy of business licenses and Connecticut Registration. (Submit company certification, not personal certifications)
- c. Copy of Certificate of Status or proof that the Proposer is authorized to perform work in the State of Connecticut.

3. Qualifications of the Proposer's Team

An organizational chart of the Project Team shall be provided along with resume for key personnel as well as copies of any related professional registrations. The team shall include all personnel deemed necessary to prepare a complete Design Criteria Package.

4. Qualifications of Project Manager

The individual must have a minimum of ten (5) years' experience and have served as a Project Manager on similar projects on a minimum of three (3) previous occasions. Failure to meet the specified minimum requirement will result in the proposal being deemed non-responsive.

Provide a resume reflecting the Project Manager's education, experience and qualifications as they relate to this Project is required.

5. Project Approach

Proposer shall include a detailed explanation of its project design approach as it relates to this Project. This section shall outline how the proposer intends on developing architectural plans that will meet the requirements outlined including their experience with past projects that supports these activities.

6. Technical Capabilities

Proposer shall include a brief explanation of its technical capabilities as it relates to this Project in the following areas:

Sustainable design – Approach to minimizing the daily and long term operational and maintenance cost.

Cost Estimating – Approach to cost estimating as it relates to this project.

Value engineering – Approach used in determining material and equipment quality, and maximizing efficiency within the design.

7. Project Experience Past Five (5) Years:

Proposer shall only include projects that have been completed and are comparable to the types of projects to be awarded under the Agreement. The Proposer must be able to demonstrate experience with the design and rehabilitation of affordable housing type renovation projects within the past 5 years. These projects must be of similar size, scope and complexity and should include projects of various types of renovations from light interior/exterior renovations to full gut rehabilitation.

8. Proposers References:

Proposer shall provide reference letters from past clients and a list of references from past clients. **(3 reference letters required)**

9.0 Fixed Lump Sum Fee

Proposer shall include a Fixed Lump Sum fee for this work

10. Acknowledgment of Addenda form

SECTION 5

5.0 EVALUATION/SELECTION PROCESS

A. Evaluation Procedures

The procedure for response evaluation and selection is as follows:

1. Request for Qualifications issued.
2. Receipt of Responses.
3. Opening and listing of all Responses received.
4. Preliminary review by NHA staff for compliance with the submission requirements of the RFP, including verification that each Response includes all documents required.

The staff shall meet to evaluate each responsive Response in accordance with the requirements of this RFP. Award of this contract will be on an overall highest rated firm by staff.

5. Highest rated firm will be recommended for award to the Board of Commissioners for approval.

B. EVALUATION CRITERIA

Responses shall be evaluated according to the following criteria and respective weight:

- *Proposer’s Experience and Qualifications: Maximum 30 points
- *Proposer’s Team Experience: Maximum 20 points
- *Experience with Gov’t funded agencies: Maximum 20 points
- *Technical Capabilities: Maximum 15 points
- *Total Complete Price: Maximum 15 points

SECTION 6

ADDITIONAL REQUIREMENTS:

Prior to signing a contract with the Norwalk Housing Authority, the architect or engineer shall furnish evidence of the following forms of insurance from a company with B+ or better rating in the current edition of Best’s Rating Guide which must be maintained through completion of construction.

1. Professional Liability – Minimum Coverage \$1,000,000.00.
2. Comprehensive General Liability with broad form Comprehensive General Liability endorsement and auto (non-owned and hired) Minimum Coverage \$1,000,000.00.

3. Worker's Compensation and Employer's Liability Minimum coverages: \$100,000.00 each employee, \$500,000.00 policy limit.
4. Automotive Liability (owned vehicles) if applicable. Minimum Coverage \$1,000,000.00.
5. Valuable Papers Destruction Policy in an amount sufficient to cover loss or damage to originals or reproductions, whether they be tracings, blue prints, specifications, manuscripts, data, disks, etc.
6. The engineer must provide a copy of each applicable policy to the Authority. Binders are not acceptable. Insurance coverage must be maintained until completion of the project. All insurance's must include the following endorsements:

HOUSING AUTHORITY OF THE CITY OF NORWALK

A.T.I.M.A.

24-1/2 Monroe Street

South Norwalk, CT 06854

The Norwalk Housing Authority requires final construction documents to be submitted on both hard copies ready for reproduction and printing and an electronic copy for Norwalk Housing Authority files. Also, at the completion of the job, as-built drawings are to be submitted on both hard copies and on disk or other electronic method to the Norwalk Housing Authority.

The successful bidder will be required to execute the standard contract agreement between Owner and Design Professional (HUD FORM 51915).

Thomas F. Hickey

INTERIM EXECUTIVE DIRECTOR

The Housing Authority of the City of Norwalk is an Equal Opportunity Employer

SECTION 7

RFP RESPONSE FORMS

7.1 ACKNOWLEDGEMENT OF RECEIPT OF ADDENDUMS FORMS

RFP no. ARCHITECTURAL SERVICES Samuel Roodner Court Apts. Kitchen Replacements

I acknowledge the receipt and have familiarized myself with all addendums for this RFP and certify that I am authorized to sign for the Proposer's firm. Please print the following and sign your name:

Firms Name

Principal Business Address

_____ Telephone

_____ E-mail address

Name

Title _____

Authorized Signature _____