

**HOUSING AUTHORITY OF THE CITY OF NORWALK
REQUEST FOR ARCHITECTURAL SERVICES**

The Housing Authority of the City of Norwalk (NHA) is seeking qualifications from Architectural firms for the following projects:

Ludlow Village Apartments

- Removal and replacement of windows, siding, exterior doors and repaving of parking lot.

PROPOSALS ARE DUE November 2, 2018 at 1:00 PM.

One (1) original and two (2) 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 – LUDLOW VILLAGE APARTMENTS

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.

Each proposal shall contain the following information:

1. A listing of similar projects completed by your firm. Please indicate proposed costs, actual construction costs and dates completed.
2. A listing of previous experience with Federal (HUD) and/or State governmental agencies if not listed in one herein above.
3. Identification of the project team, including contract administration specialist that would be assigned to this project and what projects in one (1) and two (2) above project members were involved in.
4. List of similar projects completed within the last two (3) years and original and actual project schedule and budgets.
5. Detailed schedule showing preparation of bid documents, construction administration (listing number of site visits and job meetings); estimated time of construction period until close-out.
6. Fixed Fee.

A. GENERAL INFORMATION

This project will require the following services from the selected professional. These services include thorough investigation of the site and related conditions, meetings and discussions with Housing Authority personnel, regarding solutions, schedules, cost estimates, etc., preparation of reports, etc. through project completion and final closeout. The Norwalk Housing Authority will rely on the selected professional for guidance on making decisions regarding the scope of work, budgeting of money and time, and scheduling.

Because these funds are Federal, the Authority must adhere to an extremely tight schedule of obligating these funds. Therefore, the **Architect must be prepared to complete final drawings within 60 calendar days after contract signing.**

B. PROJECT DESCRIPTION

Ludlow Village Apartments is a federal senior complex consisting of 30 apartments. There are 2 residential buildings and a community center. The buildings were built in 1978 and are 2 story-wood frame construction with vinyl siding exterior.

Siding- All existing siding on the 2 residential buildings and the community center is to be removed and replaced.

Windows- It is the NHA's intent to remove and replace all the windows, sills, caulking; and apply new interior painting to assure an overall quality finish.

Doors- Remove and replace exterior doors on the 2 residential buildings and the community center. Doors and finish to match existing.

Parking lot- The parking lot is deteriorated with severe cracking and potholes, all catch basins are to have a thorough analysis of their conditions; Work will include the removal and replacement of the existing parking lot; concrete dumpster pads; and removal/curb cuts of sidewalks where needed, necessary signage, etc. This work could also include replacement of selected sidewalks and curbing to eliminate tripping hazards, ponding, or other dangerous conditions. A detailed report with recommendations of remedial actions, cost estimates, drawing/specifications for repairs will be required.

The NHA will be selecting an Architect to lead us through this project. This will include, recommendations on products, preparing contract documents for public bidding, contractor selection, and contract administration of the construction contract. Award of this contract will be on an overall rating with the highest rated firm being selected. If the Authority cannot agree upon the fixed fee with the highest rated firm the Authority will go to next highest rated.

Thorough field investigations are expected of the selected professional. NHA will provide as built drawings if available to the selected professional. Proposals for these projects are to be submitted on November 2, 201 @ 1:00 pm. A walk through of the development will take place on October 23, 2018 at 11:00 a.m. at Ludlow Village Apartments located at 1 Emerson Street Norwalk, Ct. For further information, please contact Mr. Greg Lickwola, Construction Manager, at 203-838-8471, extension 134

C. SELECTION CRITERIA

1. Previous experience with similar or related projects which were successful.
2. Size of firm and experience and qualifications of designated design team.
3. Experience with projects that were funded by governmental agencies specifically HUD projects.
4. Ability to prepare bid documents within (60 days); complete the project within budgetary constraints; provide enough contract administration and manage time constraints through construction.
5. Firm fixed fee

All procurement decisions shall be at the sole discretion of the Housing Authority of the City of Norwalk. The Housing Authority reserves the right to waive any minor irregularities in any response when this action appears to be in its best interest.

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 \$500,000.00.
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 enough to cover loss or damage to originals or reproductions, whether they be tracings, blue prints, specifications, manuscripts, data, disks, etc.

6. The Architect 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 insurances 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 firm will be required to execute the standard contract agreement between Owner and Design Professional (HUD FORM 51915).

Adam D. Bovilsky
EXECUTIVE DIRECTOR

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