NORWALK HOUSING AUTHORITY
REQUEST FOR ARCHITECTURAL SERVICES

The Housing Authority of the City of Norwalk is seeking proposals from Architectural firms for the following projects:

Removal and Replacement of Boilers and Hot Water Heaters at 16 School Street.

PROPOSALS ARE DUE FEBRUARY 21, 2020 at 2:00 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 – 16 School Street- Replacement of Boilers

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 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. Vita on principals and staff.

5. Fixed fee for services.

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.

B. PROJECT DESCRIPTION

16 School Street Apartments is a state financed family complex built in 1995 consisting of 34 apartments. There are 5 separate buildings. There are 20 two-bedroom units and 14 three-bedroom units.

We intend to completely remove all the existing boilers and hot water heaters in all the buildings.

The NHA will be selecting an Architect to lead us through the removal and replacement of boilers and hot water heaters for these buildings. This will include a thorough analysis of the existing conditions, recommendation / selection of replacement boilers and hot water heaters types, that will meet energy incentives from Eversource, shall prepare contract documents for public bidding, contractor selection, and contract administration of the construction contract.

The selected consultant must exhibit experience with boiler replacement systems. Award of this contract will not be based on proposed fee alone, but on the overall rating of the firm.

Drawings are available for these buildings, but thorough field investigations are expected of the selected professional. We also have documents available to you from that are available on NHA’s website at www.norwalkha.org Business RFQ/RFP.

A pre-bid conference and walk through for firms wishing to submit proposals for this project is scheduled for 10:00 a.m. on February 11, 2020. We will assemble at the parking lot in 16 School Street. 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.

4. Ability to complete projects within budgetary constraints and time constraints.

5. Fee proposal for fixed amount only.
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 in a position 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.

D. ADDITIONAL REQUIREMENTS

Prior to signing a contract with the Norwalk Housing Authority, the Architect 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 enough to cover loss or damage to originals or reproductions, whether they be tracings, blueprints, 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
Project: 16 School Street: Boiler and Hot Water Heater Replacement
Three (3) copies of each series of progress documents shall be submitted. Additional sets will be a reimbursable expense. The Norwalk Housing Authority requires final construction documents to be submitted on both hard copies ready for reproduction and printing and on disk for Norwalk Housing Authority files.

The successful bidder will be required to execute the standard AIA contract agreement between Owner and Design Professional.

Adam Bovilsky
EXECUTIVE DIRECTOR

The Norwalk Housing Authority is an Equal Opportunity Employer