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The Borough of Clementon Housing Authority (CHA) is soliciting proposals from qualified Architectural/Engineering firms or individuals to provide architectural and engineering services in connection with the CHA's public housing development operations for a period not to exceed one year from July 1, 2024 – June 30, 2025. The successful proposer will be licensed by the State of New Jersey and will have the appropriate academic qualifications in Architecture or Engineering.

Interested parties should prepare a proposal using the Instructions to Proposers which can be obtained by contacting Vernon Lawrence or Barbara Murray at (856) 784-1134 or online at [www.clementonhousingauthority.com](http://www.clementonhousingauthority.com). Proposals must be made using the format in the instructions. All other proposals may be rejected as being non-responsive. The CHA reserves the right to reject any and all proposals and to waive any informality in the proposals. Proposals may not be withdrawn for a period of sixty (60) days without the consent of the Board of Commissioners of the CHA.

Proposals are due in an original and three (3) copies at the CHA's offices no later than 12 pm, Tuesday, July 9, 2024. Proposals should be delivered in a sealed envelope marked with the words: "PROPOSAL-ARCHITECT AND ENGINEERING SERVICES" and be received at the following address:

Clementon Housing Authority  
22 Gibbsboro Road  
Clementon, NJ 08021

Faxed copies will not be accepted. The CHA is an equal opportunity employer.

Vernon Lawrence  
Executive Director

**INSTRUCTIONS TO PROPOSERS  
ARCHITECT AND ENGINEERING SERVICES**

Issued by: Clementon Housing Authority  
June 11, 2024

These Instructions to Proposers consist of nine parts: 1. The scope of services, 2. About the Housing Authority, 3. Evaluation criteria, 4. Proposed contract, 5. Proposal format, 6. Instructions to Offerors, 7. Certifications and Representations of Offerors and General Conditions for Non-Construction Contracts, 8. Proposer's Certification, and 9. Proposer's Statement of Ownership.

## **1. THE SCOPE OF SERVICES (SOS).**

The A&E firm will provide the Authority with general architectural and engineering services for a period of twelve (12) months for the following items (but not limited to the following items): general site improvements, asphalt and roadways, replacement water heaters, replacement boilers, replacement furnaces, replacement roofs-coping-guards, replacement glass -windows and trims, repair caulking, replacement gutters and downspouts, exterior lighting, exterior walls and brick repairs/replacements, site fencing, replacement entry and interior stairs and railings, replacement exterior front-rear and storm doors, concrete walkways, concrete curbs and construction specifications as requested.

The firm must have experience with and advise the CHA on the use of energy efficient materials, equipment, and the creation of energy efficient green communities.

The firm will render architect and engineering assistance with respect to bid specifications, document preparation, review of bid documents, and assist with advertising and bid response reviews related to the above list of Housing Authority items including (but not limited) architectural and engineering drawing, bid specification preparation, and any other related actions.

The firm will work closely with the Authority's Executive Director, Modernization Coordinator and Maintenance Supervisor to draft all necessary documents, resolutions and/or statements which are required for this process.

The firm will monitor construction in progress, recommend approval of change orders, recommend approval of periodic payments to contractors and recommend acceptance of completed work.

In connection with resolutions, a member of the firm will personally appear before the Board of Commissioners up to three (3) separate occasions (during this contracting period) to explain any related resolutions and to answer appropriate questions relating to any above listed items that may need Board approval.

The successful proposer must be familiar with all HUD and State requirements relating to construction, HUD Capital Fund Programs (CFP) and with ancillary issues such as lead-based paint and asbestos abatement, handicapped accessibility, security design elements, energy conservation and contracting/procurement by a public agency. This Request for Proposals and the offeror's proposal will be incorporated by reference into the contract.

## 2. ABOUT THE HOUSING AUTHORITY.

The CHA is an independent public body organized according to the laws of the State of New Jersey. The CHA owns and operates four public housing developments and administration building.

Project #	Project Name	# Units
NJ073000001	Wooster Tower	70

### 3. EVALUATION CRITERIA.

Proposals will be evaluated according to the following weighted evaluation criteria.

Criterion #1: Evidence of the firm's ability to perform the work as indicated by profiles of the principal(s) and staff's professional and technical competence and academic qualifications. (20 points)

The proposer should list the name of all principals and staff members, their academic background, experience, professional affiliations, evidence of State registration and other relevant information. A higher score will be given to those proposer firms which have **both** architectural and engineering staff or who will provide both disciplines in a consortium of firms.

If the proposer is a partnership, all firms or individuals in the partnership should provide separate qualifications.

**The proposer should identify name, address, phone number and e-mail address of the lead person who can respond to the CHA's questions.**

Excellent: 20 to 15 points

Good: 14 to 9 points

Fair: 8 to 3 points

Poor: 2 to 0 points

Criterion #2: Experience with assignments of similar scope. (10 points)

Experience with assignments comparable to the requested assignment should be noted. At least three letters of reference from recent clients of the firm should be submitted.

Excellent - 10 to 8 points

Good - 7 to 4 points

Fair - 3 or 2 points

Poor - 1 or 0 points

Criterion #3: Approach to this assignment. (15 points)

The proposer should explain how it will manage this assignment over the term of the assignment. The explanation should include: a) the time expected to be spent at the CHA and b) the numbers and titles of staff members who will be assigned to the CHA.

Excellent - 15 to 13 points

Good - 12 to 9 points

Fair - 8 to 5 points

Poor - 4 to 0 points

Criterion #4: Familiarity with HUD's Capital Fund Program regulations and ancillary regulations. (10 points)

The proposer should list all Public Housing Agency (PHA) clients it has served and the type of work with which the proposer has been involved. Letters of reference from the PHA clients will be helpful in evaluating the extent of service provided to the client.

Excellent - 10 to 8 points

Good - 7 to 4 points

Fair - 3 or 2 points

Poor - 1 or 0 points

The proposal will be evaluated and a score will be assigned to each of the factors above.

Proposals will be ranked according to score and a price analysis will be undertaken. Negotiations may follow regarding the proposer's fee. If the proposer's fee appears reasonable, negotiations may not be necessary.

#### **4. PROPOSED CONTRACT.**

See the attached contract.

## FORM OF CONTRACT

THIS AGREEMENT, made this \_\_\_\_\_ day of \_\_\_\_\_ in the year \_\_\_\_\_, by and between \_\_\_\_\_, a Corporation, Partnership or Sole Proprietorship, existing under the laws of the State of \_\_\_\_\_, hereinafter called the "Contractor", and the Borough of Clementon Housing Authority, hereinafter called the "CHA".

WITNESSETH, that the Contractor and the CHA for the consideration stated herein, mutually agree as follows:

### ARTICLE I

#### Statement of work:

The Contractor shall furnish all labor, materials, equipment and services and shall perform all work required in strict accordance with contract documents and addenda thereto for the provision of architectural and engineering services for the CHA 's public housing redevelopment operations, which contract documents and addenda are incorporated by reference and made part hereof.

### ARTICLE II

#### Time of completion:

The Contractor shall commence work under this contract on a date specified in the written Notice to Proceed issued by the CHA and shall fully complete all work within one year after the effective date thereof.

### ARTICLE III

#### The Contract Price:

The CHA shall pay to the Contractor for the performance of the Contract requirements, the sum of \_\_\_\_\_ dollars (\$\_\_\_\_\_).

### ARTICLE IV

Payment: Payment shall be made when the work product is accepted by the CHA.



ARTICLE V

Contract Documents:

The contract shall consist of the following component parts:

- (a) Request for Proposal
- (b) Contractor's proposal dated \_\_\_\_\_.
- (c) Form of Contract
- (d) General Conditions of the Contract (HUD-5370-C)
- (e) Certifications and Representations of Offerors (HUD-5369-C)
- (f) Addenda \_\_\_\_\_
- (g) \_\_\_\_\_
- (i) The Affirmative Action language required by P.L. 1975, C 127 (N.J.A.C. 17:27), which language is incorporated herein by reference.

This instruction, together with the other documents enumerated in Article V, which other documents are as fully a part of the contract as if hereto attached or herein repeated, for the contract. In the event that any provision in any component part of this contract conflicts with any provision of any other component part, the provision of the component part first enumerated in the Article V shall govern, except as otherwise specifically stated. The various provisions in Addenda shall be construed in the order of preference of the component part of the contract which each modifies.

IN WITNESS WHEREOF, the parties hereto have caused this Instrument to be executed in \_\_\_\_\_ original counterparts as of the day and year first above written.

ATTEST:

\_\_\_\_\_  
(Contractor)

\_\_\_\_\_  
(Contractor's Signature)

\_\_\_\_\_  
(Executive Director, CHA)

\_\_\_\_\_  
(Executive Director's Signature)

## **5. PROPOSAL FORMAT.**

The proposal should contain the following:

1. A letter of interest.
2. A response to each of the evaluation criteria in the order in which they appear in these instructions. **DO NOT MERELY SUBMIT THE FIRM'S RESUME.**
3. A signed copy of the Certifications and Representations of Offerors.
4. A Proposer's Certification.
5. Written evidence that the proposer maintains liability insurance.
6. Quote must include and be prepared on a **HOURLY** rate, by level of experience/position, and estimate number of hours to complete the tasks outlined in the SOS according to the *size* of the project. The proposer's firm, fixed-price fee should be inclusive of all costs. As an aid in developing the fee, the proposer should note that the scope of the work will be capped at \$30,000.00 (with minimal exceptions for special project deemed by the CHA).
7. The Proposer's Statement of Ownership.
8. A copy of the Business Registration Certificate issued by the State of New Jersey should be included with the proposal. If the proposer is a partnership, all companies (or individuals) involved in the partnership should provide the certificate. Failure to submit proof of the registration would require a mandatory rejection of the bid.
9. A W-9

Proposers should submit an original and three (3) copies of the proposal to the Clementon Housing Authority, 22 Gibbsboro Road, Clementon, NJ 08021 no later than 12 pm, July 26, 2023. Envelopes containing the proposals should be clearly marked – ARCHITECT AND ENGINEERING SERVICES.

All costs in connection with the preparation and submission of the proposal shall be paid by the proposer.

The CHA reserves the right to decide whether a proposal is or is not acceptable in terms of meeting the requirements of the Request for Proposals. The CHA reserves the right to accept or reject proposals received and may negotiate with offerors regarding the terms of their proposals or parts thereof.

**6. INSTRUCTIONS TO OFFERORS (HUD-5369-C)**

**7. CERTIFICATIONS AND REPRESENTATIONS OF OFFERORS AND GENERAL  
CONDITIONS FOR NON-CONSTRUCTION CONTRACTS (HUD-5369-C).**

**8. PROPOSER'S CERTIFICATION.**

The following certification should be signed and submitted on the firm's letterhead:

I certify that I am licensed to practice (architecture/engineering) in the State of New Jersey.

I certify to the best of my belief and knowledge that neither I nor the firm I represent has been suspended, debarred or otherwise restricted by any Department or Agency of the Federal Government or State Government from doing business with such Department or Agency.

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Signature

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Date

## **9. PROPOSER'S STATEMENT OF OWNERSHIP**

See the attached statement.

The relevant statement below should be completed, signed and provided on the firm's letterhead. Failure to provide the following information will require that the proposal be regarded as lacking in completeness.

If the proposer is a **CORPORATION**:

Name of corporation: \_\_\_\_\_

State of incorporation: \_\_\_\_\_

Date of incorporation: \_\_\_\_\_

List those individuals\* who own 10% or more of any class of the corporation's stock:

\_\_\_\_\_  
Print Name of Principle (President, CEO, etc)

\_\_\_\_\_  
Signature

Name

Address

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

If the proposer is a **PARTNERSHIP**:

Name of partnership: \_\_\_\_\_

County in which certificate of trade name is filed: \_\_\_\_\_

List those individuals\* who own 10% or more of the interest in the partnership:

Name

Address

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

If the proposer is a **SOLE PROPRIETORSHIP**:

I, \_\_\_\_\_, hereby certify that I am the sole owner of  
\_\_\_\_\_, the proposer.

\_\_\_\_\_  
Signature of the person who completed  
this statement.

\_\_\_\_\_  
Date

\*If any of the individuals above is a partnership or corporation, a separate sheet should be attached giving the same information requested above for each such partnership or corporation. Information must be provided to the level of ownership required to document ultimate ownership in persons, not partnerships or corporations.

