

HOUSING AUTHORITY OF THE CITY OF PASSAIC

52 Aspen Place
Passaic, New Jersey 07055
973 365-6330

Request for Proposals
Architectural \ Engineering Services
OBSOLESCENCE TEST
CAPITAL NEEDS ASSESSMENT (CNA)
FOR HUD SECTION 18

Alfred Speer Village Redevelopment

Proposals due by: 11:00 AM on November 21, 2023

REQUEST FOR PROPOSALS

The Housing Authority of the City of Passaic, New Jersey will accept proposals for Architectural/Engineering (A/E) services for the preparation of an Obsolescence Test for HUD Section 18 and a Capital Needs Assessment (CNA) for Alfred Speer Village. The purpose of the CNA is to document that the project is obsolete under the requirements of HUD Notice PIH 2021-17. A written report providing the results of the investigation is required with all related attachments.

The A/E services encompasses the redevelopment of Alfred Speer Village through HUD's Asset Repositioning Programs. Alfred Speer Village will be development in 2 or 3 phases. The complex currently includes 384 units of family public housing. The Housing Authority will be submitting an application for Section 18 demolition/disposition. The property includes six (6) obsolete high-rise buildings with an office building that are being considered for a combination of demolition, rehabilitation and new construction.

All services must comply with state and local laws and be in accordance with the existing rules, orders, directives, regulations, and handbooks promulgated by the United States Department of Housing and Urban Development. The selected A/E Firm should use the HUD prescribed CNA etool for preparation of the CNA

Scope of Services:

1) Inspect the site and existing six (6) high-rise buildings to prepare a Capital Needs Assessment (CNA) Report, including the eTool, per the requirements of the U.S. Department of Housing & Urban Development. The CNA must be prepared in accordance with the format that will allow the Housing Authority to determine what work needs to be accomplished immediately and over the next 20 years. The CNA eTool contains two major components – the narrative (the description of each component and its condition and must include an energy audit) and the financial model (the 20-year schedule and associated determination of the Initial Deposit to Replacement Reserve, or IDRR, and the Annual Deposit to the Replacement Reserve. The report should contain pictures of all major replacement items. In addition to the CNA, HUD Form 52860B must also be attached indicating the percentage of repair cost to the Total Development Cost as published by HUD

2)The selected A/E firm will be required to meet with the Housing Authority staff/consultants prior to commencing with the report. All suggested revisions to the CNA per staff input will be included in the base contract for CNA services.

3) A “draft” report must be submitted for approval by the Board of Commissioners. The selected A/E firm will be required to make public presentation at a Housing Authority meeting or other venue as selected by the Housing Authority.

4) A Final CNA report must be completed within three (3) months of execution of the A/E contract, unless extended by the Housing Authority.

5) The final report & electronic submission to all required entities to complete the Section 18 RAD transaction is required.

Qualifications:

- 1) Must be licensed in the State of New Jersey to provide architectural/engineering services.
- 2) Must be approvable by the United States Department of Housing and Urban Development to provide these services.
- 3) Must possess all licenses necessary to complete a HUD approved CNA.
- 3) Must have previous experience providing these services on a similar scale.

Proposal Submission:

All persons interested in submitting a proposal for the architectural/engineering services should submit a proposal based upon a flat fee. The services shall be complete, and the price should include an itemization based upon: Field investigation, document preparation, inspection, and reimbursable expenses. The following items should be included in the proposal:

- 1) Proposal Submission Sheet.
- 2) Listing of similar projects that the firm has previously completed.
- 3) Evidence that the firm is licensed in the State of New Jersey.
- 5) Listing of key staff being assigned to this project.
- 6) Listing of outside consultants to be used (if any).
- 7) An insurance certificate indicating that the firm has professional liability insurance.
- 8) New Jersey State business registration form.
- 9) Copy of Affirmative Action Plan and/or minority hiring plan.
- 10) Certification that neither the firm nor any of the principals have been suspended or debarred from participation in HUD Programs.
- 11) Non-Collusive Affidavit.
- 12) Stockholder Disclosure Form.
- 13) Affirmative Action Notice.

All forms are accessible on the New Jersey Department of Community Affairs website under at the Division Local of Government Services.

Proposals should be delivered to the Housing Authority of the City of Passaic, 52 Aspen Place, Passaic, New Jersey 07055 by **11:00 AM November 21, 2023**. The Housing Authority will evaluate all proposals according to its "Competitive Proposal Evaluation System." All quotes for A/E services should be submitted on the required proposal submission sheet. This sheet should be the first page of your proposal.

This solicitation is being made as "Fair and Open" under the requirements of the state's "Pay to Play" rules & regulations.

HOUSING AUTHORITY OF THE CITY OF PASSAIC
52 Aspen Place
Passaic, New Jersey 07055

A/E Services
Capital Needs Assessment
PROPOSAL SUBMISSION SHEET

- 1) Name/Address of Firm:
- 2) Telephone Number:
- 3) Contact Person:
- 4) Amount of Fee (attach itemization):
- 5) Amount of any expected reimbursables:
- 6) Number of Calendar days required to complete report, after execution of an A/E Contract:
_____ days.
- 7) Other:

COMPETITIVE PROPOSAL EVALUATION SYSTEM

Professional Services

Passaic Housing Authority

Type of Services: A/E Services-HUD Capital Needs Assessment & Obsolescence Test

Name/Address of Respondent:

- 1) **Demonstrated experience and competence in this type of work. (30 Points) _____**
- 2) **Familiarity with the Housing Authority's Programs in specific and HUD rules and regulation in general. (10 Points) _____**
- 3) **Capability and capacity to accomplish work within the required time period. (20 Points) _____**
- 4) **Geographic location of the firm relative to the proximity to the Housing Authority. (5 Points) _____**
- 5) **Specialized experience of key personnel in Housing Authority Programs. (15 Points) _____**
- 6) **Firm's Equal Opportunity Policy. Each bidder must ensure that all employees and applicants for employment are not discriminated against because of race, color, religion, sex or national original. (10 Points) _____**
- 7) **Price. (10 Points) _____**

Total Point Score: _____

Narrative Review of Proposal:

CERTIFICATION
Suspension & Debarment Form

Date: _____

Name of Firm: _____

Address: _____

Telephone #: _____

I, _____ (name), duly appointed _____ (position) of the
_____ (name of firm) do hereby certify that
neither I, nor any of the principals of our firm are suspended or debarred from doing business with
the U.S. Department of Housing & Urban Development.

(Signature)

(Print Name)

Date: _____

“Legal Advertisement”

REQUEST FOR PROPOSALS

Architectural/Engineering

The Housing Authority of the City of Passaic is requesting proposals for Architectural/Engineering services to prepare a Capital Needs Assessment (CNA) Obsolescence Test for Alfred Speer Village which is being considered for conversion under HUD’s Asset Repositioning Programs (Section 18/RAD).

All proposals must be submitted by **11:00 AM (prevailing time)** on **Tuesday, November 21, 2023** to the Housing Authority of the City of Passaic, 52 Aspen Place, Passaic, New Jersey 07055, Attention: Lismarie Guerrero. **NO LATE PROPOSALS WILL BE ACCEPTED.**

This proposal is being solicited through a Fair and Open process in accordance with N.J.S.A. 19:44A.20.4 et seq.

Interested parties should visit HACP website www.passaichousing.org to obtain all necessary information for submitting a proposal. The RFP contains the scope of services being requested.

No proposal shall be withdrawn for a period of **sixty (60) days** without the written consent of the Authority. The Authority reserves the right to reject any and all proposals and to waive any informalities in the proposal process.

Date: November 8, 2023

By: Ronald Van Rensalier
Executive Director

FORM OF NON-COLLUSIVE AFFIDAVIT

AFFIDAVIT

State of _____

County of _____

I, _____ residing in _____
(Name of Affiant) (Name of Municipality)

in the County of _____ and State of _____ of full age,

being first duly sworn, according to law on my oath depose and say that:

he is _____ of the firm of _____
(Title of Position) (Name of Firm)

the party making the foregoing proposal or bid entitled **Architectural/Engineering (A/E) Services**, and that I executed the said proposal or bid is genuine and not collusive or sham, that said bidder has not colluded, conspired, connived or agreed, directly or indirectly, with any bidder or person, to put in a sham bid or to refrain from bidding, and has not in any manner, directly or indirectly, sought by agreement or collusion, or communication or conference with any person, to fix the bid price of affiant or of any bidder, or to fix any overhead, profit or cost element of said bid price, or of that of any other bidder, or to secure any advantage against the **HOUSING AUTHORITY OF THE CITY OF PASSAIC** or any person interested in the proposed contract; and that all statements in said proposal or bid are true.

Signature of

Bidder, if the bidder is an individual.

Partner, if the bidder is in a partnership.

Officer, if the bidder is a corporation.

Subscribed and sworn to before me:

This _____ day of _____ 20_____.

Notary Public of _____

My commission expires _____ 20_____.

S E A L

STOCKHOLDER DISCLOSURE

STATE OF NEW JERSEY

CHAPTER 33 PL 1977

Chapter 33 of the Public Laws of 1977 (N.J.S.A. 52:25-24-2) provides that no corporation or partnership shall be awarded any state, county, municipal or school district contract for the performance of any work or the furnishing of any materials or supplies, unless, prior to the receipt of the bid or accompanying the bid of said corporation or partnership, there is a submitted statement setting forth the names and addresses of all stockholders in the corporation or partnership who own ten percent (10%) or more of its stock of any class, or of all individual partners in the partnership who own a ten percent (10%) or greater interest therein. Form of Statement shall be completed and attached to the proposal.

NAME OF BUSINESS: _____

_____ I certify that the list below contains the names and home addresses of all stockholders holding 10% or more of the issued and outstanding stock of the undersigned.

OR

_____ I certify that no one stockholder owns 10% or more of the issued and outstanding stock of the undersigned.

If a corporation owns all or part of the stock of the corporation or partnership submitting the bid, then the statement shall include a list of the stockholders who own 10% or more of the stock of any class of that owning corporation. If no one owns 10% or more stock, attest to that.

Check the type of business that represents your organization:

_____ Partnership	_____ Corporation	_____ Sole Proprietorship
_____ Limited Partnership	_____ Limited Liability Corporation	_____ Limited Liability Partnership
	_____ Subchapter S Corporation	

The above firm states that the following is a complete listing of stockholders/individual partners who will own ten percent (10% or more interest in the above-named firm. Please sign and notarize the form below.

Name: _____

Name: _____

Home Address: _____

Home Address: _____

Name: _____

Name: _____

Home Address: _____

Home Address: _____

Subscribed and sworn before me
this _____ day of _____, 20____.

Affiant

(Notary Public)

My Commission expires:

Print Name & Title of Affiant
(Corporate Seal)

AFFIRMATIVE ACTION COMPLIANCE NOTICE

N.J.S.A. 10:5-31 and N.J.A.C. 17:27

**GOODS AND SERVICES CONTRACTS
(INCLUDING PROFESSIONAL SERVICES)**

This form is a summary of the successful bidder's requirement to comply with the requirements of N.J.S.A. 10:5-31 and N.J.A.C. 17:27-1 et seq.

The successful bidder shall submit to the public agency, after notification of award but prior to execution of this contract, one of the following three documents as forms of evidence:

(a) A photocopy of a valid letter that the contractor is operating under an existing Federally approved or sanctioned affirmative action program (good for one year from the date of the letter).

OR

(b) A photocopy of a Certificate of Employee Information Report approval, issued in accordance with N.J.A.C. 17:27-4.

OR

(c) A photocopy of an Employee Information Report (Form AA302) provided by the Division and distributed to the public agency to be completed by the contractor in accordance with N.J.A.C. 17:27-4.

The successful vendor may obtain the Affirmative Action Employee Information Report (AA302) from the contracting unit during normal business hours.

The successful vendor(s) must submit the copies of the AA302 Report to the Division of Contract Compliance and Equal Employment Opportunity in Public Contracts (Division). The Public Agency copy is submitted to the public agency, and the vendor copy is retained by the vendor.

The undersigned vendor certifies that he/she is aware of the commitment to comply with the requirements of N.J.S.A. 10:5-31 and N.J.A.C. 17:27.1 et seq. and agrees to furnish the required forms of evidence.

The undersigned vendor further understands that his/her bid shall be rejected as non-responsive if said contractor fails to comply with the requirements of N.J.S.A. 10:5-31 and N.J.A.C. 17:27-1 et seq.

COMPANY: _____

SIGNATURE: _____

PRINT NAME: _____

TITLE: _____

DATE: _____