

REQUEST FOR PROPOSAL FOR ARCHITECTURAL ENGINEERING SERVICES

The Saratoga Springs Housing Authority will receive proposals for the following services no later than 1:00pm local time on March 22, 2019 at the office located at 1 South Federal Street, Saratoga Springs, New York 12866.

GENERAL

Provide all professional Architectural/Engineering (A/E) services necessary to prepare plans and specifications for the design, bidding and implementation of projects identified by the SSHA in the 2019-2021 Capital Fund Program as funded through the Department of Housing and Urban Development. The contract may be extended for three additional one (1) year terms if both parties agree.

DEVELOPMENT LOCATIONS

All work will take place at the Saratoga Springs Housing Authority, 1 South Federal Street, Saratoga Springs, New York 12866.

CONSTRUCTION BUDGET

Construction Budget will not exceed \$600,000 per year.

SCOPE OF SERVICES

1. The preparations of a contract package including but not limited to completed work drawings (including schematic designs and design development) and a complete specification manual, all complying with the regulations and standards of the U. S. Department of Housing and Urban Development and all applicable codes and ordinances. Provide **8 complete sets of bidding documents** (specifications and drawings) for each prime contract.
2. Preparation of an itemized cost estimate for each review.
3. Conduct a pre-bid meeting with interested contractors prior to the actual bid opening, record minutes of such, and develop and distribute all addenda as required.
4. Assist in the evaluation of all construction bids.
5. Make changes or revisions to the bid documents as may be required as a result of bidding cost overruns in excess of the budget or consultant's estimate and supply additional copies of revised old documents as necessary for rebidding.
6. Review and approve/disapprove all construction submittals, shop drawings, contractor payment request, and or change order requests.

7. Conduct weekly job meetings and record accurate minutes for distribution.
8. Conduct minimum weekly project visitations to verify work performance and that material quality is consistent with the contract documents. Submit an inspection report for each visit, and advise the contractor, in writing, for any non-compliance or other problems related to the work.
9. Provide the Housing Authority with reproducible copies of all plans with “as built” conditions installed by respective contractors.
10. Contractor must be a register Architect in the state New York and have a minimum of 1 Million Dollars of liability insurance and meet all of the Department of Housing and Urban Development requirements.
11. The successful bidder may be precluded from competing on related A/E work solicited by the SSHA during the term of the contract if the other A/E work would result in an organizational conflict of interest.

EVALUATION CRITERIA

12. Demonstrated understanding of the requirements of the contract.
13. Evidence of the A/E’s ability to perform the work as indicated by profiles of the principals’ and staffs’ professional and technical competence/experience, and their facilities.
14. Capability to provide professional services in a timely manner.
15. Evidence that the A/E is currently registered in the State of New York, and carries Errors and Omissions insurance.
16. Past performance in terms of cost control, quality of work, and compliance with performance schedules.
17. Demonstrated knowledge of local building codes and Federal building alterations requirements.
18. Technical capabilities of the contractor.
19. Price (note: SSHA utilizes the “trade off” method in awarding the contract).

SUBMISSION REQUIREMENTS

20. All HUD-required forms and certifications.
21. Information as set forth within the evaluation criteria.
22. Proposed price for the work.