

**SOMERVILLE HOUSING AUTHORITY
30 MEMORIAL ROAD
SOMERVILLE, MA 02145**

REQUEST FOR DESIGN SERVICES

Common Area Flooring Replacement at Highland Gardens (31-2), Ciampa Manor (667-6), and Properzi Manor (667-3)

**Submission Deadline:
Thursday, November 9, 2017**

Contact Person:
brianl@sha-web.org

ADVERTISEMENT
REQUEST FOR DESIGN SERVICES (RFS)

The Somerville Housing Authority, the Awarding Authority invites sealed proposals from registered Engineering firms to provide professional design and construction administration services for the replacement of common area flooring at Highland Gardens (31-2), Ciampa Manor (667-6), and Properzi Manor (667-3) in Somerville, Massachusetts.

The Estimated Construction cost is \$200,000.

The Award is subject to HUD requirements and guidelines. A briefing and site inspection is scheduled for 11:00 on Thursday, November 2, 2017 at 27 College Avenue, in Somerville, Massachusetts.

Response to this RFS must be submitted no later than 2:00 p.m., Thursday, November 9, 2017.

The RFS may be downloaded from the SHA website www.sha-web.org under the bid opportunities tab or by contacting brianl@sha-web.org. **If downloaded you must email brianl@sha-web.org to receive changes, or updates.**

Questions must be sent in writing to brianl@sha-web.org no later than Thursday, November 2, 2017.

HIGHLAND GARDENS (31-2), CIAMPA MANOR (667-6), PROPERZI MANOR (667-3)
FEDERAL ELDERLY/DISABLED HOUSING DEVELOPMENT
REPLACEMENT OF COMMON AREA FLOORING

I. INTRODUCTION

The SHA, the Awarding Authority, invites sealed proposals from registered Architectural firms to provide professional design and construction administration services for the replacement of common area flooring at the three Federal Elderly/Disabled Housing Developments located in Somerville, Massachusetts.

Highland Gardens was constructed in 1958 and consists of 42 units in one (1) six-story building. Ciampa Manor was constructed in 1973 and consists of 53 units in (1) five-story building. Properzi Manor was constructed in 1974 and consists of 110 units in (1) nine-story building.

The common area flooring at Highland Gardens as well as Properzi Manor consists of VCT tile. The existing flooring at Ciampa Manor is carpet.

The estimated Construction Budget is \$200,000. A briefing and site inspection is scheduled for 11:00 A.M on Thursday, November 2, 2017 at 27 College Avenue in Somerville, Massachusetts. The Fee for Basic Services will be negotiated.

Proposals to this RFS must be submitted no later than 2:00 p.m., Thursday, November 9, 2017.

The SHA will not accept or review proposals received after the designated submission deadline. The SHA reserves the right to extend the time for receipt of proposals.

There will be no public opening or reading of proposals, other than a public posting identifying those designers who submit proposals prior to the submission deadline set forth herein. Proposals will be evaluated based on the relative merits of the proposal.

Potential responders are advised to review all sections of this solicitation carefully as well as all attachments, instructions, and addenda completely, as failure to make a complete submission as described elsewhere herein may result in rejection of the proposal. Any items or conditions described in this RFS that appear to contradict the HUD 51915 – Model Form of Agreement between Owner and Design Professional (Contract) shall be brought to the attention of the SHA as soon as possible prior to the execution of the Contract.

The qualifying candidate must have related experience with similar projects and must be licensed and registered in the Commonwealth of Massachusetts.

The RFS may be obtained from the SHA website at www.sha-web.org under bidding opportunities or by contacting brianl@sha-web.org. All addenda will be posted on this website. All clarifications must be submitted in **writing by email** no later than the close of business on Thursday, November 2, 2017 and sent to brianl@sha-web.org.

II. SCOPE OF SERVICES

The selected firm will provide a full range of design services required to design, publicly bid and construct the agreed upon scope of work in accordance with the attached Contract and applicable state law. The duration of this project will be approximately four (4) months during which the selected firm will provide professional services including but not limited to:

- Thorough and complete analysis of existing conditions.
- Approaches and methodologies to develop plans and specifications.
- Review of estimated construction budget.
- Review design options with Authority staff.
- Provide written recommendations of optimal solutions within the budget.
- Timely production of plans and specifications for bidding.
- Attend Pre-Bid Conference
- Conduct all aspects of the bidding process in according with MGL c.149 s.44A-H, E bidding is preferred method.
- Recommendation on award of construction contract to the lowest eligible & responsible bidder.
- Conduct all job meetings and prepare meeting minutes for Owner.
- Attend necessary meetings.
- Review of the contractor's submittals.
- Construction inspections. (Clerk of the Works, if required, is a reimbursable cost).
- Contract administration through closeout.

III. FEE

This is a Federally-funded HUD project and the established fee for all the engineering services associated with the expenditure of the construction funds does not include the cost of other allowable reimbursable expenses under HUD's Model Form of Agreement.

IV. SUBMISSION REQUIREMENTS

Responses to this RFS shall consist of the following documents:

- Proposal to Provide Design Services;
- Evidence of professional liability insurance;
- Form of Non-Collusive Affidavit- **Attachment A**;
- Debarment Certification- **Attachment B**;
- REAP Certificate- **Attachment C**;
- A/E Application for Designer Services - **Attachment D**;
- A/E Eligibility Requirement - **Attachment E**;
- Professional Capabilities Form – **Attachment F**.

Proposers responding to this RFS are required to submit one (1) original signature proposal and three (3) copies to the Somerville Housing Authority, 30 Memorial Road, Somerville, MA 02145 Attention: Joseph Macaluso, Executive Director and received no later than the date and time specified above. Proposal must be in a sealed envelope marked "**Proposal to Provide Design Services- Highland Gardens (31-2), Ciampa Manor (667-6), and Properzi Manor (667-3) Common Area Flooring**".

The SHA will not accept or review proposals received after the designated submission deadline. Proposals which depart from or materially alter the terms, conditions, requirements, or scope of work defined by this solicitation will be rejected as being non-responsive.

V. EVALUATION PROCESS FOR AWARD

Proposals will be evaluated based on the technical evaluation criteria set forth in paragraph A below and are to be rated using numerical rating categories. A short list of Proposers will be based on the ranking of technical evaluation criteria.

A. TECHNICAL EVALUATION CRITERIA

The final selection will be based on the following factors:

- **Capacity & Project Plan:** Evidence that the firm has the capacity to undertake the proposed project in the specified timeframe in a professional manner based on its size and the number and volume of current projects. **(40%)**

Evaluation Criteria: Project plan is sensitive to budget and time constraints, the Designer devoted adequate time for construction administration services and adequate review and response time to shop drawings and field conditions. A clear project plan with deliverables and timelines which address relevant design and building issues. The Designer analyzed, interpreted and discussed issues presented by the project in a manner likely to meet the needs of the Owner.

- **Experience:** Provide a narrative of the engineering firm's ability to perform the work, as indicated by profiles of the principles and staffs professional and technical competence and experience. **(40%)**

Evaluation Criteria: The firm's project principals and project managers must have a minimum of three years of experience specializing in projects of similar size and scope. This includes the number of similar projects for local housing authorities in Massachusetts, knowledge of both Federal and Massachusetts bid laws (MGL c.149 s.44A-H), electronic bidding and public construction laws and procedures.

- **References and Past Performance:** Provide a minimum of three and a maximum of five projects and provide principal contacts, including all contact information, for projects of a similar size, scope and use. **(20%)**

Evaluation Criteria: References are provided for projects of a similar size and scope; Evidence of past performance in terms of cost control, quality of work, and compliance with performance schedules.

- **Registration & Certification:** Evidence that the Architect(s) is currently registered in Massachusetts and a signed certification that the firm is not debarred, suspended, or otherwise prohibited from professional practice by any Federal, State, or local agency. **(Mandatory)**
- **Insurance:** The successful designer is required to provide suitable evidence of professional liability insurance. The total amount of such insurance shall at a minimum equal the lesser of \$1,000,000 or ten percent of the project's estimated cost of construction. **(Mandatory)**

MA Highland, Ciampa, Properzi 11/09/2017

B. CONTRACT AWARD

The SHA will award this Contract to the Proposer who conforms to the solicitation and is most advantageous to the SHA. This is based on the merit of the technical evaluation criteria listed above. The SHA will award the contract by written notice to the selected Proposer no later than thirty (30) days after the date designated for receipt of proposals; the parties may extend the time for acceptance by agreement.

VI. GENERAL CONDITIONS OF THE RFS

A. ACCEPTANCE OF RFS AND CONTRACT TERMS

Proposer's submission of a proposal in response to the RFS shall constitute acceptance by the Proposer of the terms and conditions of the RFS. If awarded this contract, the Proposer agrees to enter a Contract with the SHA.

B. NO WARRANTY

Proposers are required to examine the RFS, specifications, and instructions pertaining to the services required. Failure to do so will be at the Proposer's own risk. It is assumed that the Proposer has made full investigation as to be fully informed as to the extent and character of services requested and of the requirements of the specifications. No warranty made or implied as to the information contained in the RFS, specifications, and/or instructions.

C. EXPENSE OF RFS SUBMISSION

All expenses incurred in the preparation and submission to the SHA of proposals in response to this RFS shall be borne by the Proposer.

D. SHA OPTIONS

The SHA reserves the right to cancel this RFS, or to reject, in whole or in part, all proposals received in response to this RFS, upon its determination. A proposal may be corrected, modified, or withdrawn, provided that the correction, modification, or request for withdrawal is made by the Proposer in writing and is received at the place and prior to the date and time designated in the RFS for receipt of Proposals. After such date and time, the Proposer may not change any provision of its proposal in a manner prejudicial to the interests of the SHA and /or Fair competition.

The SHA shall waive any informality or allow the Proposer to correct them, if it be in the public interest to do so. If a form is missing or not filled out, the SHA shall notify the proposer in writing to correct the mistake within two (2) days of notification. A Proposer may withdraw its proposal if a mistake is clearly evident on the face of the proposal.

ATTACHMENT A

FORM OF NON-COLLUSIVE AFFIDAVIT

State of _____

County of _____

Being first sworn, deposes and says:

That he/she is _____

(a partner or officer of the firm of, etc.)

the party making the foregoing proposal, that such proposal is genuine and not collusive or sham; that said Proposer has not colluded, conspired, connived or agreed directly or indirectly, with any Proposer or person, to put in a sham proposal or to refrain from proposing, and has not in any manner, directly or indirectly, sought by agreement or collusion, or communication or conference, with any person or other Proposer, or secure any advantage against the Somerville Housing Authority or any person interested in the proposed contract; and that all statements in said proposal are true.

Signature of:

Proposer, if the Proposer is an individual

Proposer, if the Proposer is a partnership

Officer, if the Proposer is a corporation

DEBARMENT CERTIFICATION

The undersigned, a Respondent to the Request for Design Services issued by the Somerville Housing Authority, hereby certifies to the Somerville Housing Authority on behalf of itself and each member of the Respondent's development team, as follows:

In accordance with 24 CFR 85.35, as recently amended Respondent certifies that neither Respondent, nor any member of the Respondent's development team is debarred or suspended or is otherwise excluded from or ineligible for participation in Federal Assistance programs under Executive Order 12529 "Debarment and Suspension."

Date

Respondent (Name of Firm)

By: _____
(Signature)

Name of Signatory: _____

Title of Signatory: _____

REAP CERTIFICATE
STATEMENT OF TAX COMPLIANCE

Pursuant to GL c.62(c) §49(a), the individual signing this Contract on behalf of the Firm, hereby certifies, under the penalties of perjury, that to the best of their knowledge and belief the Firm has complied with all laws of the Commonwealth relating to taxes, reporting of employees and contractors, and withholding and remitting child support.

Signed under the pains and penalties of perjury.

Date

Name

Title

ATTACH

CERTIFICATE OF LIABILITY INSURANCE

ADDITIONAL ATTACHMENTS FOR SUBMISSION

| 1. <u>ATTACHMENT D</u> | # of Pages |
|--|-------------------|
| A/E Application for Designer Services | 6 |
| 2. <u>ATTACHMENT E</u> | |
| A/E Eligibility Requirement | 2 |
| 3. <u>ATTACHMENT F</u> | |
| Professional Capabilities Form | 1 |
| 4. HUD Form 51915 and 51915-A – DO NOT SUBMIT WITH PROPOSAL | |
| Owner and Design Professional Agreement | 14 |

