

# The Hightstown Housing Authority

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## REQUEST FOR PROPOSAL-Architectural Services

Architectural services for the design and bidding of roofing material replacement, roof modifications and possible solar installation

**RESPONSE REQUESTED NO LATER THAN:** Friday, February 5<sup>th</sup>, 2021 AT 3PM

**Client:** The Housing Authority of the Borough of Hightstown (HHA)

### Architectural Services Needed:

1. Evaluate, plan and design roofing material replacement for the 8 buildings at the Housing Authority including modifications as needed.
2. Evaluate, plan and design possible solar installation in 3 locations as specified by the Housing Authority
3. Provide budget figures, material options and recommendations

Older plans are available for reference and approximate dimensions. The Hightstown Housing Authority (HHA) is not responsible for the accuracy of current documents, as all dimensions need to be field verified by contractor.

Available online: <http://www.hightstownhousing.org>

Allen Keith LePrevost  
Executive Director  
The Hightstown Housing Authority  
131 Rogers Avenue  
Hightstown, NJ 08520  
609-448-2268  
[keith@hightstownhousing.onmicrosoft.com](mailto:keith@hightstownhousing.onmicrosoft.com)

Proposals should be sent via pdf with subject line: “Architectural Services “to:

**Consultant Selection:**

**Date Expected** February 5, 2021 - Submitters to be notified within 5 working days.

**Proposal Requirements:**

1. The proposal should indicate your company’s ability and agreement to meet the requirements set forth herein. It should include information regarding specific, relevant experience, and your company’s ability to operate effectively and in a cost-effective manner.
2. The proposal should identify a specific project coordinator, who will be the principal liaison with the HHA. This individual will be responsible to manage the relationship with the HHA, including adequate staffing, timely response, quality of workmanship and any other related matters or issues that may arise.
3. The proposal should include a pricing proposal for basic services and standard fee schedule by which additional services will be billed. **All** costs associated with the project should be broken down as much as possible, and per the main requested services outlined above. HHA may award some, all or none of the work, in its sole discretion.
4. The proposal should include proof of insurance showing minimum coverages and policy limits, as required in the State of New Jersey.
5. The proposal must indicate whether the consultant has or may have a conflict of interest with representing HHA for the work described herein.
6. The selection of a proposal by HHA may be canceled at any time prior to the complete execution of a contract. Reasons for canceling the selected proposal will be discussed in advance.
7. If HHA cancels its selection of a proposal, HHA may repost this or a similar RFP and re-see proposals.
8. HHA reserves the right, in its sole discretion, to accept or reject any proposal for any or no reason and is not obligated to accept the proposal which contains the lowest cost estimate or the lowest unit prices. HHA also reserves the right to waive any defect in any proposal, to the extent permitted by law, or permit correction of any defect or non-compliance by any consultant, as a condition to further consideration of, or to acceptance of, the proposal. However, HHA is under no obligation to any consultant to waive any such defect or permit any such correction.

**FEE PROPOSAL**  
**Hightstown Housing Authority**

We, the undersigned, propose to furnish to the Hightstown Housing Authority services consistent with the Request for Proposal dated February 5, 2021.

**DESCRIPTION**

**AMOUNT**

Architectural Services-Roofing Replacement: \$ \_\_\_\_\_

Architectural Services- Roofing Modifications: \$ \_\_\_\_\_

Architectural Services-Solar installation: \$ \_\_\_\_\_

General on Site Architectural Services (Hourly): \$ \_\_\_\_\_

TOTAL: Roofing and Solar \$ \_\_\_\_\_

**PLEASE TYPE:**

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

Agent Name: \_\_\_\_\_

Agent's Title: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

**Agents Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## Equal Employment Opportunity

Ref. form-HUD 5370 (12/01)

### Note

This is a segment of the Equal Employment Opportunity portion taken from form HUD-5370 (12/2001) ref. Handbooks 7417.1 & 7485.3G, No. 39 and intended for reference only

- (a) The Contractor shall not discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin, or handicap.
- (b) The Contractor shall take affirmative action to ensure that applicants are employed, and that employees are treated during employment without regard to their race, color, religion, sex, national origin, or handicap. Such action shall include, but not be limited, to (1) employment, (2) upgrading, (3) demotion, (4) transfer, (5) recruitment or recruitment advertising, (6) layoff or termination, (7) rates of pay or other forms of compensation, and (8) selection for training, including apprenticeship.
- (c) The Contractor shall post in conspicuous places available to employees and applicants for employment the notices to be provided by the Contracting Officer that explain this clause.
- (d) The Contractor shall comply with Executive Order 11246, as amended, Section 503 of the Rehabilitation Act of 1973, as amended, and by rules regulations, and orders of the Secretary of Labor, or pursuant thereto.
- (e) In the event of a determination that the Contractor is not in compliance with this clause or any rule, regulation, or order of the Secretary of Labor, this contract may be canceled, terminated, or suspended in whole or in part, and the Contractor may be declared ineligible for further Government contracts, or Federally assisted contracts under the procedures authorized in Executive Order 11246, as amended. In addition, sanctions may be imposed, and remedies invoked against the Contractor as provided in Executive Order 11246, as amended, the rule, regulations, and orders of the Secretary of Labor, or as otherwise provided by law.
- (f) The Contractor shall include the terms and conditions of this clause in every subcontract or purchase order unless exempted by the rules, regulations, or orders of the Secretary of Labor issued under Executive Order 11246, as amended so that these terms and condition will be binding upon each subcontractor or vender.

Signature \_\_\_\_\_

Date \_\_\_\_\_

### SECTION 3

A. The work to be performed under this contract is subject to the requirements of section 3 of the Housing and Urban Development Act of 1968, as amended, 12 U.S.C. 1701u (section 3). The purpose of section 3 is to ensure that employment and other economic opportunities generated by HUD assistance or HUD-assisted projects covered by section 3, shall, to the greatest extent feasible, be directed to low- and very low-income persons, particularly persons who are recipients of HUD assistance for housing.

B. The parties to this contract agree to comply with HUD's regulations in 24 CFR part 135, which implement section 3. As evidenced by their execution of this contract, the parties to this contract certify that they are under no contractual or other impediment that would prevent them from complying with the part 135 regulations.

C. The contractor agrees to send to each labor organization or representative of workers with which the contractor has a collective bargaining agreement or other understanding, if any, a notice advising the labor organization or workers' representative of the contractor's commitments under this section 3 clause, and will post copies of the notice in conspicuous places at the work site where both employees and applicants for training and employment positions can see the notice. The notice shall describe the section 3 preference, shall set forth minimum number and job titles subject to hire, availability of apprenticeship and training positions, the qualifications for each; and the name and location of the person(s) taking applications for each of the positions; and the anticipated date the work shall begin.

D. The contractor agrees to include this section 3 clause in every subcontract subject to compliance with regulations in 24 CFR part 135, and agrees to take appropriate action, as provided in an applicable provision of the subcontract or in this section 3 clause, upon a finding that the subcontractor is in violation of the regulations in 24 CFR part 135. The contractor will not subcontract with any subcontractor where the contractor has notice or knowledge that the subcontractor has been found in violation of the regulations in 24 CFR part 135.

E. The contractor will certify that any vacant employment positions, including training positions, that are filled (1) after the contractor is selected but before the contract is executed, and (2) with persons other than those to whom the regulations of 24 CFR part 135 require employment opportunities to be directed, were not filled to circumvent the contractor's obligations under 24 CFR part 135.

F. Noncompliance with HUD's regulations in 24 CFR part 135 may result in sanctions, termination of this contract for default, and debarment or suspension from future HUD assisted contracts.

G. With respect to work performed in connection with section 3 covered Indian housing assistance, section 7(b) of the Indian Self-Determination and Education Assistance Act (25 U.S.C. 450e) also applies to the work to be performed under this contract. Section 7(b) requires that to the greatest extent feasible (i) preference and opportunities for training and employment shall be given to Indians, and (ii) preference in the award of contracts and subcontracts shall be given to Indian organizations and Indian-owned Economic Enterprises. Parties to this contract that are subject to the provisions of section 3 and section 7(b) agree to comply with section 3 to the maximum extent feasible, but not in derogation of compliance with section 7(b).

I certify Section 3 Compliance as stated above.

\_\_\_\_\_  
Signature

**FORM OF NON-COLLUSIVE AFFIDAVIT**

State of \_\_\_\_\_) County of \_\_\_\_\_)

\_\_\_\_\_, being first duly sworn, deposes and says:

That he is \_\_\_\_\_ (Partner or officer of the firm of)

\_\_\_\_\_

the party making the foregoing Proposal/Bid, that such Proposal/Bid is genuine and not-collusive or a sham; that said Offeror/Bidder has not colluded, conspired, connived or agreed, directly or indirectly, with any Offeror/Bidder or person, to put in a sham Proposal/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 Proposal/Bid price of affiant or of any other Offeror/Bidder, or to fix any overhead, profit or cost element of said Proposal/Bid price, or of that of any other Offeror/Bidder, or to secure any advantage against the Hightstown Housing Authority or any person interested in the proposed contract; and that all statements in said Proposal/Bid are true.

Signature of:

\_\_\_\_\_  
Offeror/Bidder, if the Offeror/Bidder is an individual.

\_\_\_\_\_  
Partner, if the Offeror/Bidder is a partnership.

\_\_\_\_\_  
Officer, if the Offeror/Bidder is a corporation.

Subscribed and sworn to before me this \_\_\_\_\_ day  
Of \_\_\_\_\_, 2020.

My commission expires \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Notary Public

**SAMPLE – DO NOT RETURN  
CONTRACT FOR Architectural Services**

**THIS AGREEMENT** made this \_\_\_\_\_ day of \_\_\_\_\_ in the year Twenty thousand and Twenty one by and between \_\_\_\_\_, Corporation, Partnership, Proprietorship, or Joint Venture, organized and existing under the Laws of the State of New Jersey, hereinafter called the "Contractor"; and the Hightstown Housing Authority, hereinafter called the "Local Housing Authority".

**WITNESSETH**, that the Contractor and the Local Housing Authority for the consideration stated herein mutually agree as follows:

**ARTICLE I, STATEMENT OF WORK:** The Contractor shall furnish all labor, materials, equipment, and services required for Architectural services in strict accordance with the Bid and Contract Documents packet.

**ARTICLE II, THE CONTRACT PRICE:** The Hightstown Housing Authority shall pay the Contractor for the performance of the Contract, in current funds, subject to additions and deductions, the sum of

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**ARTICLE III, THE CONTRACT LENGTH TIME:** This contract is to be in effect for a period of two years from date of contract with a possible contract extension of one year.

**ARTICLE IV, THE CONTRACT:** The Contract shall consist of this packet of Bid and Contract Documents.

**ARTICLE V, WORK PERFORMANCE:** In the event of unsatisfactory performance by the Contractor as determined by the Executive Director, this contract can be terminated in five (5) calendar days.

**IN WITNESS WHEREOF**, the parties hereto have caused this instrument to be executed in two (2) original counterparts as of the day and year first above written.

**CONTRACTOR:** \_\_\_\_\_

Federal Tax Identification Number: \_\_\_\_\_

Attest:

By: \_\_\_\_\_  
(Print Name)

By: \_\_\_\_\_  
(Print Name)

By: \_\_\_\_\_  
(Sign Name)

By: \_\_\_\_\_  
(Sign Name)

Title: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

**Hightstown Housing Authority**

Attest:

By: \_\_\_\_\_  
(Print Name)

By: \_\_\_\_\_  
(Print Name)

By: \_\_\_\_\_  
(Sign Name)

By: \_\_\_\_\_  
(Sign Name)

Title: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_