

**PUBLIC NOTICE
REQUEST FOR PROPOSALS**

The Housing Authority of the County of Erie (ECHA or PHA) will receive sealed proposals for Architectural Services to assist ECHA in the design process for the recapitalization of four (4) of their Senior Properties.

The Request for Proposal packet may be obtained at the Housing Authority Office, 120 South Center Street, P.O. Box 38, Corry, PA 16407, or from the Authority's web site, www.eriecountyhousing.org under the Classifieds tab. **Sealed, clearly identified proposals will be received until 11:00 a.m. (local time), September 21, 2022** at the Authority's Administration Office, 120 South Center Street, P.O. Box 38, Corry, PA 16407-1923.

The Authority reserves the right to reject any and all proposals and to waive any informality in the competitive proposal procurement process.

All communications and inquiries shall be directed to the attention of Beverly Weaver, Executive Director, 120 South Center Street, P.O. Box 38, Corry, PA 16407-1923, (814) 665-5161, bweaver@eriecountyha.org.

**The Housing Authority of the County of Erie
is an Equal Opportunity Employment Agency**

HOUSING AUTHORITY OF THE COUNTY OF ERIE
120 S. CENTER STREET
PO BOX 38
CORRY, PA 16407

SCOPE OF WORK and SUBMISSION AND REQUIREMENTS

Overview of Scope of Work:

The PHA will contract with a qualified Architect to develop the Scope of Work, the Design Development Documents and the Construction Documents and specifications required by the PHA and the financing team for the refinancing and recapitalization of four (4) of their properties. These four properties represent the “Senior Housing Portfolio”, in that they are all designated for senior/disabled households. The selected Architect will place all needed MEP engineers and consultants within their contract, and they will also provide the typical advisement and construction administration services throughout the construction period.

The renovation is expected to commence within one (1) year, and the renovation period for all four properties combined will not be more than one (1) year in duration. The PHA has not selected a General Contractor (GC) at this time, but it plans to use the help of the selected Architect to select a GC based on qualifications. In this way the GC will be available through the development of the scope and drawings to provide pricing input, which is necessary to finalize the plans and specifications.

(1) Property Information:

- A. Center Place Apartments
 - i. 100 North Center Street, Corry, PA 16407
 - ii. 26 affordable rental units, reserved for seniors/disabled
 - 1. 26 1-bedroom units
- B. Pleasant Manor Apartments
 - i. 251 West Pleasant Street, Corry, PA 16407
 - ii. 30 affordable rental units, reserved for seniors/disabled
 - 1. 18 studio units
 - 2. 12 1-bedroom units
- C. College View Apartments
 - i. 65 North Pearl Street, North East, PA 16428
 - ii. 40 affordable rental units, reserved for seniors/disabled
 - 1. 38 1-bedroom units
 - 2. 2 2-bedroom units
- D. Salisbury Apartments
 - i. 4004 Pacific Avenue, Erie PA 16506
 - ii. 65 affordable rental units, reserved for seniors/disabled
 - 1. 63 1-bedroom units
 - 2. 2 2-bedroom units

(2) Architectural Services to Include in Proposal:

- A. Initial Site Inspections – Architect will inspect each of the sites and a representative number of units with PHA staff to achieve the following outcomes:
 - i. Develop an understanding of each Property
 - ii. Understand the PHA’s goals for the recapitalization
 - iii. To take basic measurements of the accessible units (at least 5% (rounded up) of each Property’s units) for the purpose of determining what improvements need to be made to the accessible units to meet the latest UFAS requirements
- B. Narrative Scope of Work Development – The Architect will prepare a narrative list and description of the PHA’s desired repairs, replacements and upgrades for each building, and will offer input into the development of this list. This scope should include any upgrades required to meet the latest UFAS and ADA requirements, as well as preliminary sketches of each unit type and the proposed upgrades.
- C. Design Development Documents – Based on the finalized narrative scope of work, Architect is to prepare Design Development Documents for each property for the purpose of the PHA obtaining preliminary contractor pricing.
- D. Construction Documents – Based on a finalization of the scope of work from the pricing exercise, Architect will prepare Construction Documents for each Property.
- E. Review Bids – Architect will review General Contractor bids and pricing and will work with the PHA to finalize a contract with the selected General Contractor.
- F. Permits – Architect will be responsible for working with the Permit departments in each municipality to secure the required permits for construction. Permit fees will be paid by the Owner.
- G. Construction Administration – Architect will provide typical Construction Administration services during the construction period, including the provision of regular reports, oversight and leadership of construction meetings, and regular inspections.

(3) Renovation Budget:

Renovation Budget (does not include architect/design fees): \$2,800,000

- (4) Financing Type:** The PHA will be using an FHA 223(f) Loan for the refinancing of the Senior Portfolio. As a part of this process, there will be a Lender-ordered “Architectural, Engineering and Cost Review” (AEC).

(5) Requirements for the Proposal:

- A. Proposals should be delivered to the PHA at the address noted at the top of this Notice, as well as emailed to:
 - Beverly Weaver, Executive Director: bweaver@eriecountyha.org
 - Gates Kellett, Consultant: gates@gatesdevelopmentgroup.com

- B. Proposals shall be on letterhead and shall include the services proposed to be furnished for the Project.
- C. The Architect shall also submit a fee schedule showing hourly rates to be charged for professionals, nonprofessionals, travel, etc., for services required beyond the contracted scope of work, if any.
- D. Proposals shall include a listing of past services performed on Government funded projects by the firm.
- E. The proposal shall include a date that work can be commenced and the length of time for preparation of each stage of documentation (omit approval times).
- F. The professional firm shall also be required to furnish evidence of professional liability insurance in the minimum amount of \$1,000,000.

(6) **Contract Award**

The Housing Authority of the County of Erie will evaluate selection criteria and award a contract to the responsible offeror who score the highest. Scoring will be done individually by a panel of **three ECHA staff comprised of the Executive Director, Controller and Facilities Manager.**

The Housing Authority of the County of Erie may reject any and all proposals; and waive any informalities or minor irregularities in proposals received.

The highest ranked proposal will be submitted to the ECHA Board for approval.

A notice of contract award shall be provided to the successful offeror after evaluation of the proposals by the Housing Authority panel and approval from the ECHA Board; and shall result in a binding contract executed by both the offeror and the Housing Authority.

The awarded contract will be for two (2) years with the option to renew for two – one-year extensions.

Selection Criteria

The following technical factors and point system will be used to rate and select a firm to provide Architectural Services for the Housing Authority of the County of Erie (ECHA).

1. ABILITY TO PERFORM THE WORK SPECIFIED (20 pts.): _____

Experience of the principals includes recent (last 3 years) involvement in similar work (at least 3) of similar scope including at least 1 government funded project. (20 pts.)

Experience of the principals includes recent (last 3 years) involvement with similar projects (at least 3) of similar scope, but no direct experience with government funding. (15 pts.)

Experience of the principals does not include any similar projects or does not include any related experience, but it does include other design and administrative experience. (10 pts.)

2. TIMELY SERVICES (15 pts.): _____

Proposal outlines a staffing plan adequate to support the scope of services requested, staff have a clear understanding of the contract requirements as evidenced by a clear explanation of their approach and project management methods and evidence is provided that clearly indicates a track record for timely project development. (15 pts.)

Proposal outlines a staffing plan and provides an explanation of approach and project management methods, but no evidence is provided relative to timely project development. (10 pts.)

Proposal provides evidence of timely project development, but does not provide detailed staffing plan of explanation of approach and project management methods. (5 pts.)

3. STATE REGISTRATION (15 PTS.): _____

Proposal includes evidence of Pennsylvania State registration, and acceptable errors and omission insurance. (15 pts.)

4. PAST PERFORMANCE (15 pts.) _____

Proposal highlights specific projects that clearly demonstrates the firm's cost, quality and schedule control process and provides at least one professional reference. (15 pts.)

Proposal provides list of projects with no specific references to the firm's cost, quality or scheduling controls and no professional references. (5 pts.)

5. KNOWLEDGE OF LOCAL CODES (5 pts.): _____

Principal staff demonstrate working knowledge of local code requirements as evidenced by completion of at least one local project. (5 pts.)

6. PROFESSIONAL CERTIFICATION (8 pts.): _____

Proposal includes acceptable certification concerning debarment and/or suspension. (8 pts.)

7. SECTION 3 (7 pts.): _____

Principals demonstrate a working understanding of the Section 3 employment requirements and proposal provides a specific commitment as part of their proposal. (7 pts.)

8. ESTIMATED COST OF SERVICES (15 pts.): _____

Proposal represents lowest estimated cost of services when compared to all other proposals submitted. (15 pts.)

Proposal does not represent lowest estimated cost, but proposes costs that are at or below the median of all costs proposed. (10 pts.)

Proposed costs are above the median of all costs proposed, but not the highest cost proposed. (5 pts.)

Proposed costs are the highest cost proposed. (0 pts.)

TOTAL POINTS _____

Selection of a consulting firm will be based on the consensus rating given to each proposal based on the above criteria. Budget will be taken into account as the final determination for the highest ranked proposal.

Note: Please submit in your proposal the Notarized Certificate stating that your firm has never been Disbarred or Suspended from Doing Business in the State of Pennsylvania. (Offeror must provide; no form is included)

AFFIDAVIT

State of _____)

County of _____)

_____, being first duly 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 provider has not colluded, conspired, connived or agreed, directly or indirectly, with any person, to put in a sham proposal or to refrain from providing a proposal, 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 prices of affiant or of any other proposer, or to fix any overhead, profit or cost element of said proposal price, or of that of any other proposer, or to secure any advantage against the Housing Authority of the County of Erie or any person interested in the proposed contract; and that all statements in said proposal are true.

By:

Title:

Subscribed and sworn to before me

This _____ *day of* _____, 20____.

My commission expires _____, 20____.