

# **REQUEST FOR SERVICES**

**REVERE HOUSING AUTHORITY  
70 COOLEDGE STREET  
REVERE, MA 02151**

**Engineering Services for  
Hot Water Recirculating Piping/Insulation  
Petrilli Gardens Federal Elderly Housing Development  
MA-14-3 Contract #F2016-03  
2 Harris Street, Revere, MA 02151**

**Submission Deadline: Thursday, August 11, 2016 – 12:00 p.m.**

**Contact Person: Peter Romano  
Maintenance Director, Revere Housing Authority (RHA)**

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**Phone: (781-284-4394 X 227)**

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**REVERE HOUSING AUTHORITY  
REQUESTS FOR ENGINEERING SERVICES (RFS)**

The Revere Housing Authority, the Awarding Authority, invites sealed proposals from registered Engineering firms to provide professional design and construction administration services for Hot Water Recirculating Piping and Insulation and associated repairs at the Petrilli Gardens Federally Assisted Elderly Housing Development MA-14-3 Contract #F2016-03 located at 2 Harris Street in Revere, Massachusetts.

The Estimated Construction cost is \$90,000. The Fee for Basic Services is set at \$8,500.

Responses to this RFS must be submitted no later than **12:00 pm, Thursday, August 11, 2016**.

RFS may be obtained from the Revere Housing Authority, 70 Cooledge Street, Revere, MA 02151. Documents will be available on **Wednesday, July 27, 2016** and downloaded from RHA website at [www.revereha.com](http://www.revereha.com) or may be picked up between 8:30 a.m. – 4:30 p.m. All addenda will be posted on this web site as well.

A site-visit will be held on **Tuesday, August 2, 2016 at 10:00 a.m.**, at 2 Harris Street, Revere, MA 02151. If you have any questions, contact Peter Romano at 781-284-4394 x 227.

# **REQUEST FOR ENGINEERING SERVICES**

## **Removal and Installation of New Hot Water Recirculating Piping and Insulation**

The Revere Housing Authority (RHA), the Awarding Authority, invites sealed proposals from registered Engineering firms to provide professional Design and Construction Administration services for the replacement of Hot Water Recirculating Piping and Insulation and associated repairs at the Petrilli Gardens Federally Assisted Elderly Housing Development MA 14-3 Contract #F2016-03 in Revere, MA.

### **I. GENERAL**

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 on the basis of the relative merits of the proposal.

The estimated construction budget is \$90,000 and the design fee for basic services is set at \$8,500. A briefing and site inspection is scheduled for **Tuesday, August 2, 2016 at 10:00 a.m., at 2 Harris Street, Revere, MA 02151.**

All clarifications must be submitted in **writing** no later than two full working days prior to response submission date and sent to the Revere Housing Authority Procurement Committee, 70 Cooledge Street, Revere, MA 02151 **or by email** to [promano@revereha.com](mailto:promano@revereha.com) and [ctempesta@revereha.com](mailto:ctempesta@revereha.com).

Potential designers are advised to review all sections of this solicitation carefully as well as any and 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 Contract shall be brought to the attention of RHA as soon as possible prior to the execution of the Contract.

It is the intent of the RHA to hire and contract with a single firm for this project that has related experience with similar projects. The qualifying candidate must be an Engineer within the meaning of M.G.L. c. 7C, §§ 44-57 and must be licensed and registered in the Commonwealth of Massachusetts.

### **II. SCOPE OF SERVICES**

This development is located at 2 Harris Street in Revere, MA. It consists of two two-story brick buildings with 45 occupied apartments. Each building has serious degradation of the Hot Water Recirculating Piping which is located in a crawl space.

The services to be provided must be consistent with other terms and conditions contained elsewhere herein. The successful firm will provide any and all engineering and design services required by code and consistent with all of the RHA's regulatory authorities. 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:

- Review Estimated Construction Budget.
- Thorough and complete analysis of existing condition.
- Review of and design options with RHA staff.
- Written recommendation of optimal solutions within the budget.
- Timely production of plans and specifications for bidding.
- Conduct all aspects of the bidding process in accordance with MGL c.149 s.44A-H. E-Bidding is preferred method.
- Recommendation on award of the construction contract.
- Conduct necessary meetings.
- Review contractor's shop drawings/submittals in a timely manner.
- Construction inspection.
- Contract administration through closeout.

### III. FEE

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

### IV. SUBMISSION REQUIREMENTS

#### Contents of Envelope shall contain the following:

- Proposal to Provide Design Services
- Addenda (if applicable)
- Form of Non-Collusive Affidavit – **Attachment A**
- Debarment Certification- **Attachment B**
- REAP Certificate – **Attachment C**
- Certificate of Liability Insurance
- 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 original signature proposal and four (4) copies of their proposal to: Revere Housing Authority, 70 Cooledge Street, Revere, MA 02151 no later than **12:00 p.m., Tuesday, August 16, 2016** by mail or hand delivery. Proposal must be in a sealed envelope marked with the Proposer's name, address and telephone number. Proposers are required to submit their proposal as follows and include the following:

Envelope shall be marked: **“Proposal - Engineering Services for Hot Water Recirculating Piping and Insulation at Petrilli Gardens Elderly Housing Development MA 14-3, 2 Harris Street Contract #F 2016-03.”**

The RHA will not accept or review proposals received after the designated submission deadline. A Proposer may be requested to attend an interview with the RHA to make a presentation and to introduce those participants who would be assigned to this project. 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

Evaluation of proposals shall be reviewed and evaluated based on the technical evaluation criteria the categories below. A short list of Proposers will be developed based on the technical evaluation criteria. The RHA will award to the Proposer(s) whose offer conforms to the solicitation and who is most advantageous to the RHA. This is based on the merit of the technical evaluation criteria listed above.

### TECHNICAL EVALUATION CRITERIA

- **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, project principals and project manager 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 Massachusetts bid laws (MGL c.149 s.44A-H), electronic bidding, public construction laws and procedures.

- **References & 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 to the proposed project. **(40%)**

**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.

- **Capacity & Project Plan:** Evidence that the firm has the capacity to undertake the proposed project in a timely and professional manner, based on its size and the number and volume of current projects. **(20%)**

**Evaluation Criteria:** A clear project plan with deliverables and time lines which address relevant design and building issues **(0-10 points)**; 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 both shop drawings and field conditions **(0-5 points)**. The Designer analyzed, interpreted and discussed issues presented by the project in a manner likely to meet the needs of the Owner. **(0-5 points)**

- **Registration & Certification:** Evidence that the Engineer(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 10 per cent of the project's estimated cost of construction. **(Mandatory)**

**VI. GENERAL CONDITIONS OF THE RFS**

**A. ACCEPTANCE OF RFS AND CONTRACT TERMS**

Proposer's submission in response to this RFS shall constitute acceptance by the Proposer of the terms and conditions of the RFS. In the event that the Proposer's proposal is accepted for contract award, the Proposer agrees to enter into a contract with the RHA in a form substantially similar to the contract form referenced in Section III.

**B. CONTRACT AWARD**

The Award is subject to HUD requirements and guidelines. The RHA will award the contract by written notice to the selected Proposer no later than sixty (60) working days after the date designated for receipt of proposals. The parties may extend the time for acceptance by mutual agreement.

**C. 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.

**D. EXPENSE OF RFS SUBMISSION**

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

**E. RHA OPTIONS**

The RHA reserves the right to cancel this RFS, or to reject, in whole or in part, any and 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 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 RHA and/or fair competition.

The RHA 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 completely filled out the RHA shall notify the proposer in writing to correct the mistake within two (2) days of notification.

**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 Revere 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

\_\_\_\_\_  
Partner, if the Proposer is a partnership

\_\_\_\_\_  
Officer, if the Proposer is a corporation

Subscribed and sworn to before me

This \_\_\_\_\_ day of \_\_\_\_\_, 2016

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

My commission expires:\_\_\_\_\_

Seal:

**DEBARMENT CERTIFICATION**

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

In accordance with 24 CFR 85.35, 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 Contractor, hereby certifies, under the penalties of perjury, that to the best of their knowledge and belief the Contractor 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. <b><u>ATTACHMENT D</u></b>	<b># of Pages</b>
A/E APPLICATION FOR DESIGNER SERVICES.....	<b>6</b>
2. <b><u>ATTACHMENT E</u></b>	
A/E ELIGIBILITY REQUIREMENT.....	<b>1</b>
3. <b><u>ATTACHMENT F</u></b>	
PROFESSIONAL CAPBILITIES FORM.....	<b>1</b>