

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



REQUEST FOR DESIGN SERVICES

RESPONSE DUE DATE

WEDNESDAY, SEPTEMBER 30, 2020

**ROOF REPLACEMENT 14-2
FEDERAL FAMILY HOUSING**

**257-315 COOLEDGE STREET
250-272 CUSHMAN AVENUE
REVERE, MA 02151**

DATE: AUGUST 12, 2020

REVERE HOUSING AUTHORITY
REQUESTS FOR DESIGN SERVICES (RFS)

The Revere Housing Authority, the Awarding Authority, invites sealed proposals from registered Architectural firms to provide professional design and construction administration services for the removal & replacement of roofs (Asphalt Shingles) and associated repairs at the Federally Assisted Family Housing Development MA-14-2 located on 257-315 Cooledge Street and 250-272 Cushman Avenue in Revere, MA 02151.

The Estimated Construction cost is \$350,000. The Fee for Basic Services is set at \$35,000.

The RFS may be obtained by emailing ctempesta@revereha.com or by downloading it from the Revere Housing Authority's website at www.revereha.com under bidding opportunities. All addenda will be posted on this web site as well.

Responses to this RFS must be submitted in **digital pdf form** to ctempesta@revereha.com and received no later than 2:00 p.m. on Wednesday, September 30, 2020. Do not submit hard copies. The RHA will not accept or review proposals received after the designated submission deadline.

A site-visit will be held at 10:00 a.m. Wednesday, September 9, 2020 at 257-315 Cooledge Street, Revere, MA 02151. If you have any questions, contact Dean Harris at 781-284-4394 x 227.

REQUEST FOR DESIGN SERVICES
ROOF REPLACEMENT AT THE

I. GENERAL

Proposals will be evaluated on the based on the Technical Evaluation Criteria set forth in the RFS. All clarifications must be submitted in **writing via email** and received no later than two full working days prior to submission date and sent to ctempesta@revereha.com. Responses to this RFS must be submitted in **digital pdf form**.

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 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 the 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 a Designer 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 consists of 11 one and two-story brick buildings containing 49 occupied units. The existing buildings were built in 1952 and may have up to two layers of existing shingles.

The successful firm will develop plans and specifications to remove all existing roofing underlayment, damaged sheathing, flashing, gutters and downspouts. Install new roofing (Class "A" label fiberglass "architectural" shingles (that meet ASTM 3462 and carry a 50-year minimum warranty), underlayment, sheathing, flashing, gutters and downspouts and associated repairs. The duration of this project will be approximately four (4) months during which the selected firm will provide professional services as indicated below.

- Review and develop 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 according with MGL c.149 s.44A-H. E-Bidding is preferred method.
- Recommendation on award of the construction contract.
- Attend necessary meetings.
- Review contractor's shop drawings/submittals in a timely manner.
- Construction inspection.
- Contract administration through closeout.

III. FEE

This is a HUD federally-funded project and the established fee of \$35,000 is for all design services associated with the expenditure of construction funds, but does not include costs of other allowable reimbursable expenses under HUD's Model Form of Agreement. (See Attachment G)

IV. SUBMISSION REQUIREMENTS

Electronic submissions shall be digital pdf form and contain the following:

- Proposal to Provide Design Services
- 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**
- Certificate of Liability Insurance

The RHA will not accept or review proposals received after the designated submission deadline. At the authority's discretion 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 FOR AWARD

Evaluation of proposals shall be reviewed and evaluated based on the technical evaluation criteria using the numerical rating categories. A short list of Proposers will be developed based on the technical evaluation criteria.

A. TECHNICAL EVALUATION CRITERIA

The final selection will be based upon the following criteria:

- **Experience:** Provide a narrative of the architectural firm's ability to perform the work, as indicated by profiles of the principles and staffs professional and technical competence and experience. (45%)

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.

- **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. (30%)

Evaluation Criteria: A clear project plan with deliverables and timelines which address relevant design and building issues. 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. The Designer analyzed, interpreted and discussed issues presented by the project in a manner likely to meet the needs of the Owner;

- **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. **(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.

- **Knowledge of Local Building Codes:** Evidence of prior experience in projects similar to the proposed project in the City of Revere. **(5%)**
- **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 10 per cent of the project's estimated cost of construction. **(Mandatory)**

B. METHOD OF AWARD

The RHA will award this contract to the Proposer whose offer conforms to this solicitation and who is most advantageous to the RHA. This is based on the merit of the technical evaluation criteria. listed above.

VI. GENERAL CONDITIONS OF THE RFS

A. ACCEPTANCE OF RFS AND CONTRACT TERMS

Proposal submissions in response to the RFS shall constitute acceptance by the Proposer of the terms and conditions of the RFS. In the event the 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. 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 thirty (30) working days after the date designated for receipt of proposals. The parties may extend the time for acceptance by mutual agreement.

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 RHA of proposals in response to this RFS shall be borne by the Proposer.

D. 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 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 _____, 2020

Notary Public

My commission expires: _____

Seal:

DEBARMENT CERTIFICATION

The undersigned, a Respondent to the Request for Design 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. **ATTACHMENT D**
A/E APPLICATION FOR DESIGNER SERVICES

 2. **ATTACHMENT E**
A/E ELIGIBILITY REQUIREMENT

 3. **ATTACHMENT F**
PROFESSIONAL CAPBILITIES FORM
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HUD'S MODEL FORM OF AGREEMENT FOR ARCHITECTURAL SERVICES

(For informational purposes only).