

THE HOUSING AUTHORITY OF THE TOWNSHIP OF FLORENCE
MAPLEWOOD HOMES

REQUEST FOR PROPOSAL ARCHITECTURAL FIRM SERVICES
2076 CAPITAL IMPROVEMENT PROGRAM
INDEFINITE QUANTITY CONTRACT
PHA OWNED PUBLIC HOUSING PROGRAM
FISCAL YEAR ENDING - 03-31-2027

PROPOSAL DUE BY
MONDAY, AUGUST 10, 2026
3:00 PM

Gary J. Centinaro
Executive Director
Florence Housing Authority
620 W. Third Street
Florence, NJ 08518
609-499-0575
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THE HOUSING AUTHORITY OF THE TOWNSHIP OF FLORENCE
MAPLEWOOD HOMES
REQUEST FOR PROPOSAL
ARCHITECTURAL FIRM SERVICES
PHA OWNED PUBLIC HOUSING PROGRAM

BACKGROUND

The Housing Authority of the Township of Florence was organized in 1953 with the primary goal to provide a decent home in a suitable living environment for families which could not afford standard private housing. The Authority's program is administered at the local level in accordance with applicable State and Federal Laws and Regulations.

The Department of Housing and Urban Development (HUD) has entered into a contract with the Authority for annual contributions (financial assistance for the operation of a PHA Owned Public Housing Program.

General supervision, direction and program guidance are provided through the HUD Regional Office in Newark, New Jersey.

PROGRAM WHICH ARCHITECTURAL SERVICES ARE REQUIRED

PHA owned Public Housing Program for a one (1) year period ending September 30, 2027.

The Housing Authority reserves the option of renewing this contract for an additional year at its discretion
The Authority has 50 residential units under the PHA Owned Public Housing Program.

GENERAL

The Housing Authority of the Township of Florence is receiving proposals for Architectural Services in connection with its 2027 Capital Improvement Program. The work will generally consist of the execution of various construction-related work items funded by the U.S. Department of Housing and Urban Development. Modernization is intended to repair, upgrade, replace or otherwise modify the Housing Authority's living units.

It is prime importance that the architectural firm is thoroughly familiar with the execution of HUD-funded modernization programs. The contract documents and the actual work must be completed within one year of this solicitation; however, certain work items will have more stringent deadlines.

Proposals must be received at the office of the Housing Authority of the Township of Florence, 620 West Third Street, Florence, NJ 08518 on or before Monday, August 10, 2026, by 3:00pm.

SCOPE OF WORK REQUIRED:

Generally, the architectural firm will be required to provide full professional architectural services for various work items to be determined in accordance with the requirements of the HUD CGP Handbook, Document HUD 7485.3; HUD Procurement Handbook for Public Housing Agencies, Document HUD 7460.8, Rev-1; HUD Housing Quality Standards Manual, HUD Document 7420.7; Uniform Accessibility Standards, Federal Standard 795; Americans with Disabilities Act of 1990, House Bill, Senate 933; and all other applicable Federal, State and Local Government Regulations. : The Consultant shall provide complete services including, but not limited to the following:

The architectural firm shall provide complete services, including but not limited to the following:

SERVICES REQUIRED OF THE ARCHITECTURAL FIRM:

1. Field investigation
 - a. Locate and evaluate documentation, which exists for the project.
 - b. Document and evaluate field conditions.
 - c. Interview PHA personnel.
 - d. Meet with HUD representatives, PHA staff, tenants, local officials and Other regulatory personnel as necessary
 - e. Coordinate surveys, testing and other professionals involved in the project.
2. Develop a project work item breakdown for C-G-P program, including detailed time schedule.
3. Develop preliminary contract documents for each group of work items.
4. Develop construction cost estimates for each group.
5. Develop complete construction document bid package for each group, including reproduction and distribution.
6. Obtain HUD and PHA review and approval of documents prior to release for bid.

7. Obtain Prevailing Wage Rate Decision for the project(s) from the Department of Labor.
8. Prepare and distribute Advertisement for Bid.
9. Prepare bidder log and bid tabulation form. Assist in developing a prospective bidders list.
10. Answer all inquiries of bidders during the bidding period, and compose and distribute any addenda which may be required.
11. Attend all Bid Opening(s) and each work item group.
12. Check references and qualifications of low bidder(s); document and then distribute results.
13. Prepare recommendations based on bidding results.
14. Organize and conduct pre-construction meetings and prepare and distribute minutes.
15. Check shop drawings and submittals.
16. Process all contractor paperwork including:
 - a. Insurance certificates
 - b. Bonding documentation.
 - c. Subcontractor listing.
 - d. Project schedule.
 - e. Affirmative action plan.
 - f. Wage rate and payroll records.
17. Check, verify and approve contractors cost breakdown.
18. Formulate, process and administer any change orders necessary to complete the project.
19. Review and approve all contractor requisitions.
20. Conduct a minimum of one job observation with a report each week.
21. Prepare final punch list, followed by final inspection.
22. Process all close out documentation including:
 - a. Contractor's certificate of completion.
 - b. Architect's certificate of completion.
 - c. Final requisition.
 - d. Release of retainage.
 - e. Warranty documentation.
 - f. Subcontractor and supplier listing.
 - g. Consent of surety for final payment.
 - h. Payment of debt certification.
23. Conduct one-year warranty follow up inspection and report.
24. Other services not listed here may be included as required by the project.

WORK ITEMS TO BE COMPLETED:

The work items to be addressed for this contract have yet to be clearly defined. The Housing Authority will issue work orders and negotiate the fees with the architectural firm based on the wage rates submitted with the proposal.

The services of the architectural firm are to commence on October 1, 2026 and end on September 30, 2027, with a one-year extension, at the sole option of the Housing Authority.

MISCELLANEOUS:

1. The construction budget for the proposed work described has not yet been established, however, the architectural firm will be required to work within the limitation of the budget once it is established.
2. The Housing Authority reserves the right to make minor revisions of the work items described with no change in the consultant's fee. All such provisions will be within the budget.
3. The architectural firm shall assume that one bid package shall be required to accomplish this work.
4. Since all work is being funded through HUD in the public sector, all work shall be publicly bid in accordance with Federal and State Public Bidding Laws.

REQUIRED PROPOSAL SUBMISSIONS:

Proposals shall be submitted in a sealed envelope, clearly marked Proposal, architectural services for 2026 CIP/CF Program, Florence Housing Authority and addressed as follows:

Proposal for Architectural Services From:

Name of Firm or Individual

To: Gary J. Centinaro, Executive Director
620 West Third Street
Florence, NJ 08518

Date: _____

The proposal shall include the following information:

1. Evidence of experience with the administration of construction projects involving HUD, Public Housing Authorities, C-I-A-P / C-G-P / CIP Programs and the public bidding process.
2. Evidence of experience and resources to deal with simultaneous multiple procurement, contract administration and inspections.
3. Proof of knowledge of local, state, federal, HUD Codes/Regulations.
4. Names and titles of personnel who will be actively involved with the project.
5. List of outside consultants, if any, to be used for this work.
6. Proof of all Professional license(s) in the State of New Jersey.
7. Proof of Professional Liability Insurance in the amount of at least \$1,000,000.
8. Proof of General Liability Insurance in the amount of at least \$1,000,000.
9. Proof of Workers' Compensation/Employer's Liability Insurance of at least \$1,000,000.
10. Statement that the A/E firm is not disbarred, suspended or otherwise prohibited from professional practice by any federal, state or local government agency.
11. Description of the A/E firm's affirmative action / minority hiring plan.
12. Completed SF 330 updated within the last six months.
13. A guaranteed lump sum fee to provide the professional services described above.
14. A table of hourly rates, listed by job description to be used in negotiating fees for the required work items.
15. A detailed breakdown of how billing rates were determined including profit and overhead.

EVALUATION AND SELECTION PROCESS

Upon receipt of the above information, the Housing Authority will evaluate all responses to this request for proposal in accordance with a weighted evaluation system. The A/E Firms will be evaluated on a qualification plus price basis using the criteria listed below. The firm considered to be the most qualified with a reasonable fee will be selected after the following criteria are used:

1. The architectural firm's past experience in working with HUD, New Jersey Housing Authorities, C-G-P, and CIP programs.
2. Experience in the renovation of occupied apartments.
3. Professional and technical competence and experience of the architectural firm and its personnel. This includes the architectural firm's qualifications, experience and abilities and that of its principal (s), staff and facilities.
4. Past performance in terms of cost control, quality and thoroughness of work, compliance with performance schedules and timely response.
5. Capability to provide professional services within time limits, taking into consideration the current and planned workload of the firm.
6. Familiarity of the architectural firm with federal, state, local and HUD regulations and Codes, especially as they relate to this project and CGP programs.
7. Thoroughness and completeness in responding to this request.
8. The architectural firm's stability and its performance and participation in Public Housing Authority Activities.
9. Proposed rates.