

VERNON HOUSING AUTHORITY
Request for Qualifications from Architects/Engineers to Assist the
Housing Authority in Preparation of Plans, Specifications & Contract Documents for
Major Renovations at Grove Court

The Vernon Housing Authority extends an invitation to architects/engineers to submit a statement of their qualifications to the Authority. The architect's/engineer's qualifications should indicate the ability to perform work required in a timely and sufficient manner. The architect/engineer must be licensed to perform services in the State of Connecticut. Firms selected through the RFQ process will be invited to submit fee proposals for the A&E services required for the Major Renovations at Grove Court project.

Grove Court and Grove Court Extension are located at 55 Grove Street, Vernon, CT 06066. The property consists of three (3) one-story buildings, four (4) two-story buildings and one (1) maintenance building for a total of eight (8) buildings and fifty-four (54) units. The scope of work for this Major Renovation project will include, but not necessarily be limited to, ADA upgrades, site work, building envelope upgrades, kitchen and bathroom upgrades, electrical upgrades and plumbing upgrades.

The services being required by the Housing Authority will include but shall not be limited to schematic design, preliminary studies, preparation and design of construction documents, work write-ups, energy modeling, cost estimates, evaluation of construction bids, inspection of materials and workmanship during construction, and post completion documents for the Major Renovations at Grove Court.

The project(s) may be funded by the Connecticut Housing Finance Authority (CHFA) and / or the Connecticut Department of Housing (DOH).

The entire procurement procedure and contract award will be subject to all applicable Federal/State Laws and Regulations. The architect/engineer selected shall comply with the Equal Employment Opportunity and Affirmative Action Requirements adopted by the Authority in compliance with said order.

Profiles of the firm's principals, staff and facilities must be submitted along with a list of completed projects, especially those completed with DOH or CHFA funds. The architect/engineer should specify any work performed under DOH or CHFA Funded Programs including but not limited to Competitive Housing Assistance for Multifamily Properties (CHAMP) and/or State Sponsored Housing Portfolio (SSHP). A certified statement that the architect/engineer is not debarred, suspended, or otherwise prohibited from professional practice by any Federal, State or local agency must also be submitted.

In addition, the following insurance will be required and must comply with all DOH & CHFA required limits:

1. Professional Liability including Errors and Omissions,
2. Comprehensive General Liability,
3. Automobile Liability,
4. Valuable Papers Destruction policy,
5. Worker's Compensation and Employer Liability policy.

The Architect/Engineer should have previous experience in providing professional services to public housing authorities and must display evidence of knowledge of DOH, and CHFA regulations. Completed current federal GSA Forms 254 and 255 must be submitted.

Evaluation Criteria:

1. Firm's qualifications - history and resource capability to perform required services in a timely manner (20 Points).
2. Evaluation of staff personnel including subconsultants (20 Points).
3. DOH/CHFA experience, including but not limited to the Competitive Housing Assistance for Multifamily Properties (CHAMP), State Sponsored Housing Portfolio (SSHP) funds, or other relevant DOH/CHFA experience. (25 Points).
4. Other experience (15 Points).
5. Cost Competitiveness of Hourly Rates (10 Points)
6. Overall response to RFQ (10 Points).

All interested firms shall submit three (3) copies of the proposal to:

Betsy R. Soto
Executive Director, PHM, V.E.M
Vernon Housing Authority
21 Court Street
Vernon, CT 06066

by 2:00 p.m. on or before February 11, 2022.

All proposals should be sent certified mail, hand delivered or delivered by recognized carrier. All proposals should be clearly identified as "A&E RFQ Response - Major Renovations at Grove Court".

Further information may be obtained by contacting Ms. Betsy R. Soto at (860) 871-0866 ext. 123 or by writing to the Vernon Housing Authority, 21 Court St. Vernon, CT 06066.

**AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER
Small Business Concerns, Minority Business Enterprises, Women Owned
Business Enterprises and Disabled Persons are encouraged to submit proposals.**