THE HOUSING AUTHORITY OF THE BOROUGH OF NAUGATUCK

Request for Qualifications from Architects/Engineers
to Assist the Housing Authority in
Preparation of Plans, Specifications & Contract Documents
for
Various Modernization Project to be Funded Under the
H.U.D. Capital Fund Program, CHFA
and State DOH Programs

The Housing Authority of the Borough of Naugatuck 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.

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, cost estimates, evaluation of construction bids, inspection of materials and workmanship during construction, and post completion documents on various modernization projects that will be undertaken at the Authority’s federal and state developments. Immediate projects may include heat pump replacement, security camera design, and additional parking at Oak Terrace.

The entire procurement procedure and contract award will be subject to U.S. Department of Housing and Urban Development (HUD) regulations, CT Housing Finance Authority (CHFA) and State Department of Housing (DOH) regulations and any and all applicable Federal/State Laws and Regulations. The architect/engineer selected shall comply with: a) the Equal Employment Opportunity and Affirmative Action Requirements adopted by the Authority in compliance with said order, and b) Section 3 of the Housing and Urban Development Act of 1968 and the regulations issued thereunder.

Profiles of the firm's principals, staff and facilities must be submitted along with a list of completed projects, especially projects completed with H.U.D., CHFA and D.O.H. funds. The architect/engineer should specify any work performed under the Small Cities (CDBG), the Capital Fund Program, and/or government housing program. 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:

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 H.U.D. regulations. Completed current federal GSA Forms 330 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 (20 Points).
4. Fee Schedule (15 points)
4. Other relevant experience (10 Points).
5. Overall response to RFQ (10 Points).

All interested firms shall submit proposals to:

Christine Warren
Executive Director
Naugatuck Housing Authority
16 Ida Street
Naugatuck, CT 06770

by 11:00 a.m. on or before March 15, 2022.

All proposals should be sent certified mail, hand delivered or delivered by recognized carrier. All proposals should be clearly identified as “Architect/Engineer Request for Qualifications”. The Housing Authority business hours are 8:30 a.m. to 4:30 p.m. Monday through Friday.

Further information may be obtained by calling the Authority at (203) 729-8214 x 117, or by writing to the Naugatuck Housing Authority, 16 Ida Street, Naugatuck, CT 06770.

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