**THE HOUSING AUTHORITY OF THE CITY OF MIDDLETOWN**

**Request for Qualifications from Architects/Engineers**

**to Assist the Housing Authority in**

**Preparation of Plans, Specifications & Contract Documents**

**for Elevator Upgrades at Sbona Tower**

The Housing Authority of the City of Middletown 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 preliminary studies, schematic design, 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 for the renovation of three (3) elevators scheduled to be completed at Sbona Tower. The project will include elevator replacement/refurbishment for two (2) cars and related equipment serving one hundred twenty (120) studio and one bedroom apartments in a 12 story hi-rise building. In addition, the project will include the replacement of one (1) elevator serving the 2-story east wing of the building.

The entire procurement procedure and contract award will be subject to U.S. Department of Housing and Urban Development, 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. funds. The architect/engineer should specify any work performed under the Comprehensive Grant Program and/or the Comprehensive Improvements Assistance 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. Workers’ 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 Form 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).

3. H.U.D. experience, including the Comprehensive Grant Program and/or the Capital Fund Program (25 Points).

4. Other experience (20 Points).

5. Overall response to RFQ (15 Points).

All interested firms shall submit proposals to:

 Sbona Tower Elevator Qualifications

 Middletown Housing Authority

 40 Broad Street

 Middletown, CT 06457

by Friday, May 24th 2019 on or before 4:30 PM

Further information may be obtained by calling the Housing Authority at (860) 346-8671 ext. 112

**The Housing Authority of the City of Middletown is an Equal Opportunity / Affirmative Action Employer and conducts its business in accordance with all Federal, State and Local laws, regulations and guidelines. Section 3, Small, Minority, Women Business Enterprises and Disabled are encouraged to participate in this process.**