

**REQUEST FOR PROPOSAL
FOR
ARCHITECTURAL/ENGINEERING SERVICES**

REPAVING OF OVATION WAY

**HOUSING AUTHORITY OF THE
TOWNSHIP OF BRICK
165 CHAMBERS BRIDGE ROAD
BRICK, NEW JERSEY 08723
(732) 920-9400**

**JACOB C. NASZIMENTO
EXECUTIVE DIRECTOR**

DATE: October 2021

Architectural/Engineer for Capital Improvement

I. Introduction

The Housing Authority of the Township of Brick is seeking proposals for architectural/engineering services for repaving of a portion of Ovation Way at 165 Chambers Bridge Road, Brick, NJ 08723.

II. Scope of Services

The scope of services includes evaluation and recommendation; preparation of design and construction documents; work write-ups and cost estimates, evaluation of construction bids; general supervisions of construction; review of contract modifications, certification that construction is being performed in accordance with the construction contracts; and participation in joint and final inspections. Design Professional must provide AIA Standard Form of Agreement Between Owner and Architect.

III. Evaluation Factors

Proposals are evaluated based on the following information with a total possible score of 100 points. Please provide the documentation to support each area.

- 1) Evidence of the mechanical engineer's or firm's ability to perform the work as indicated by profiles of the principles and staff's professional and technical competence and experience and facilities. **30 points**
- 2) Evidence that the mechanical engineer is currently registered in New Jersey. Please provide a copy of the Business Registration Certificate from the State of New Jersey, provide a copy of the Certificate of Insurance. **20 points**
- 3) Evidence of past performance of similar projects in terms of cost control, quality of work and compliance with performance schedules. Detail of all Public Housing projects both current and past. Include brief description of size, costs and status of projects as well as references. **30 points**
- 4) Certified statement that the mechanical engineer or firm is not debarred, suspended or otherwise prohibited from professional practice by any Federal, State or local agency. **10 points**

- 5) Fee to complete scope of services. **10 points**

IV. Submission Requirements

1. Interested firms shall submit one original and one copy of their proposals to Jacob C. Naszimento, Executive Direct, Housing Authority of the Township of Brick, 165 Chambers Bridge Road, Brick, NJ 08723 no later than Tuesday October 26th 2021. The proposal must be sealed in an envelope marked “**Architectural/Engineering Services- Ovation Way Paving**”
2. Detailed support of evaluation factors 1-5

1.0 INTRODUCTION-SCOPE OF WORK

The purpose of this project is to successfully execute items as identified below. The work items to be completed are:

1.1 Repave the portion of Ovation Way that is currently in poor shape due to potholes and deteriorating asphalt. The design should take into account any potential road surface drainage issues.

1.2 Develop a strategy, with options, to reduce the speed of vehicles traveling on Ovation Way and enhance the safety of pedestrians. These solutions might include, but not be limited to:

- Installing a “speed hump” style crosswalk with reflective lights and signage
- Utilizing road paint to narrow the drivable portion of Ovation Way

2.0 OBJECTIVES

2.1 Complete all plans and specifications (construction documents) 30 days after the Housing Authority issues a Notice to Proceed.

2.2 Configure the plans, specifications and construction bid documents such that they provide every feasible opportunity for:

2.2.1 Selecting construction work for execution based on priority and program authority.

2.2.2 Minority Business Enterprise (MBE's) to participate in the bidding for construction.

2.2.3 Resident Employment

2.2.4 Reliability, maintainability and commonality with existing or proposed Authority equipment

3.0 DESCRIPTION OF SERVICES

3.1 The Authority anticipates that only one construction contract may be awarded to successfully execute this program.

3.2 The M.E. and the Authority shall review the Scope of Work to assure mutual understanding. This review shall be held at a pre-design meeting prior to formal Notice to Proceed.

3.2.1 The M.E. services are divided into four (4) phases; namely, Concept Development; Design; Bid Construction Contract Administration/Inspection. These services shall be required for each construction category. A description of each phase follows:

3.4 CONCEPT DEVELOPMENT

The M.E. shall prepare up to three (3) alternative conceptual plans for Authority review and approval. The concepts will be based on meeting the Authority's stated objectives and budget constraints.

3.5 DESIGN PHASE

The design phase consists of two (2) sub phases:

- Field Survey
- Final Design

3.5.1 FIELD SURVEY

3.5.1.1 The M.E. shall use existing drawings and site visits to verify the current conditions of the various areas requiring work. The data accumulated shall be memorialized in a "Field Survey Report." The purpose of this document(s) will be collect and assimilate the necessary information to develop a design concept for each construction category. The report shall conclude with findings and recommendations to sufficiently convey to the Authority the major components of the design effort, including rough estimates of anticipated construction costs.

3.5.1.2 The Field Survey Report is a deliverable listed paragraph 5.0, this section.

3.5.2 FINAL DESIGN

- 3.5.2.1 The M.E. shall develop plans and specifications (contract documents) sufficient for bidding and construction. It is the responsibility of the M.E. to assure that the design complies with applicable Federal, State and local codes.
- 3.5.2.2 The M.E. shall prepare a construction cost estimate that shall define and quantify in detail the anticipated construction costs. The cost estimate shall be supported by vendor quotes, include unit pricing, and be based on final design.
- 3.5.2.3 The plans and specifications shall be prepared such that they facilitate the construction work to be executed by small business firms to the maximum extent possible consistent with high quality performance requirements, bond scheduling and cost objectives.
- 3.5.2.4 The M.E. shall present the proposed Contract Documents, together with all final Design deliverables, at a formal design review meeting no later than 20 days after the Authority issues the Notice to Proceed.

3.6 BID CONSTRUCTION PHASE

- 3.6.1 The M.E. shall prepare the Invitation for Bid (IFB) packages for each individual construction category in sufficient quantity so as to furnish a set to any interested constructors qualified to submit a bid. The preparation of the IFB packages is a deliverable listed in paragraph 5.0, this section.
- 3.6.2 The M.E. shall prepare and issue addenda as appropriate to interpret, clarify or expand the bidding documents.
- 3.6.3 The M.E. shall assist the Authority in determining the qualifications and acceptability of perspective contractors, subcontractors and suppliers, including assurance of legal safety certifications for those who will perform the work.
- 3.6.4 The M.E. shall evaluate the bids received and submit their findings and recommendations the Authority based on the technical competence and cost

competitiveness of the bidding parties. The findings and recommendations is a deliverable.

3.7 CONSTRUCTION CONTRACT ADMINISTRATION AND INSPECTION PHASE

- 3.7.1 The M.E.'s responsibility to provide professional services as set forth below, commences with the award of the contract for construction and terminates at the physical completion of the project, including the Authority's receipt of the deliverables as identified.
- 3.7.2 The M.E. shall review shop drawings submitted by constructors for compliance with Construction Documents and shall submit three (3) approved copies to the Authority.
- 3.7.3 The M.E. shall review manufacturer's product data for compliance with Construction Documents and Federal, State and local regulations.
- 3.7.4 The M.E. shall visit the project site at appropriate intervals as construction proceeds to inspect the work for compliance with contract documents and report on the progress and quality of the executed work. Inspection frequency shall be sufficient so as to bring immediate attention of the Authority and discrepancies or efficiencies in the work, but not less than one (1) visit per five (5) active working days. A field inspection report shall be submitted to the Authority for each site visit and is deliverable as identified.
- 3.7.5 The M.E. shall interpret and clarify contract documents, prepare change orders requiring special inspections and testing of work and make recommendations as to the acceptability of the work.
- 3.7.6 The M.E. shall prepare sketches required to resolve problems due to actual field conditions encountered.
- 3.7.7 The M.E. shall receive the contractor's periodical Estimates (requisitions) and recommend payment based on the completed percentage of work. This review shall have a total turnaround time of not more than five (5) calendar days.
- 3.7.8 The M.E. shall prepare a record drawing (as-built) from information submitted by the Contractor.
- 3.7.9 The M.E. shall make a final inspection and written report upon completion of the Project, including recommendations concerning final payments to contractors and release of the retained percentages.

4.0 PROJECT MANAGEMENT REQUIREMENTS

4.1 Project Time Frame

4.1.1 The time frame for this Program is outlined below

| <u>Activity</u> | <u>Deadline</u> |
|------------------------------------|-----------------|
| M.E. Notice to Proceed | |
| Concept Development | 30 days |
| Design and Bid Documents Completed | 45 days |
| Construction Bids Due | 60 days |

5.0 DELIVERABLES CHECKLIST

The M.E. shall provide the Authority with a minimum of one (1) copy plus an original (unless otherwise stated) for all deliverables delineated below.

5.1 Phase I Design – Field Survey

5.1.1 Field Survey/Alternative Solutions

5.2 Phase I Design – Final Design

5.2.1 Construction Documents

5.2.2 Construction Cost Estimates

5.2.3 Master Plan – Schedule and Cost Control

5.3 Phase II – Bid Construction

5.3.1 IFB Packages – Quantity as needed

5.3.2 Findings and Recommendations

5.4 PHASE III – Construction Contract Administration

5.4.1 Approved Shop Drawings

5.4.2 Construction Inspection Reports

5.4.3 Change Orders – If required

5.5 Close-Out Documents

5.5.1 Punch List Items

5.5.2 Record Drawings (as-builts)

5.5.3 Final Inspection Report

5.5.4 Monthly Progress Report to be delivered at Board Meeting each month, if needed.

6.0 MEETING ATTENDANCE

6.1 The M.E. shall attend a meeting with the Board of Commissioners to discuss the project, if needed.

IMPLEMENTATION SCHEDULE

Subject to change by the Housing Authority

Complete plans and specifications (45 days) after award of contract

Construction bid opening (60 days) after approval of plans

Award bid and obligate construction contract immediately after bid opening