

## **REQUEST FOR PROPOSAL (RFP)**

### **Architectural Open Services**

The North Hempstead Housing Authority (NHHA) is requesting proposals from interested firms to provide Architectural Services as required for the proper administration of the affordable housing within the Town of North Hempstead ("TONH").

#### **Scope of Service**

- A. Act as special advisor to NHHA. Architect will provide advice and interpretation of law as it applies to NHHA. Such information may involve state and local statutes and ordinances and building codes.
- B. Typical Duties (not exhaustive):
  - o Working knowledge of TONH building codes as it relates to the renovation or redevelopment of NHHA property.
  - o Prepare and submit applications/permits to the TONH Building Department for ongoing or future NHHA renovations or developments.
  - o Prepare and review proposals and programmatic requirements, with regard to staff, residents, and community.
  - o Advise NHHA as it pertains to the maintenance and operational efficiencies, thru implementation of designs or specifications of new or emerging technologies.
  - o Prepare documents or renderings for resolutions for monthly Board meetings.
  - o Review NHHA contract and RFP's.
  - o Attend all special meeting of the Board of Directors "as needed" as it pertains to the Housing Authority.
  - o Appear for administrative hearings, community outreach, residents outreach and render decisions, relative to design and construction issues.
  - o Provide ICE budget estimates for each proposed project, and advise the Director of probable cost, quality, and scheduling of the work.
  - o Have demonstrable track record and familiarity with HUD and TONH record keeping and audit procedures.
  - o Assist Executive Director and his staff or assignees as required for administration of payments or funding.
  - o Specific knowledge of all physical properties maintained and operated by NHHA.
- C. Other:
  - o Provide prompt response to inquiries by the NHHA.
  - o Time spent by administrative staff on copying, faxing, mailing etc should not be billed at the Principal rate, but at an appropriate administrative rate only.

- Certify that the firms Owners/Principal be available for all meetings and are directly involved with NHHA. No substitution of staff, unless expressly approved by NHHA.
- Firm shall be established in the continuous professional practice for greater than 15 years.
- Firm shall be able to respond to requested Field visits, and urgent matters within the same business day.
- Firm must be located within Long Island preferably TONH.
- Provide billing broken down by assignment or department when required by NHHA.
- NHHA reserves the right on a specific project basis to use alternate professionals.
- Coordinate and manage existing and historical records concerning design & construction documents, and materials for NHHA.
- Maintain orderly electronic files of all project correspondence and project manuals including construction documents in Auto cad, with CD back up.
- Provide or coordinate for conceptual drawings, cost analysis, mock-ups, samples, or studies to assist NHHA Board members, residents and other stakeholders to reach timely and appropriate decisions concerning matters of design, construction and master-planning.

#### **DESIRED QUALIFICATIONS**

- A. Substantial knowledge and experience in the interpretation of Federal, State and local Building Codes as they relate to HUD housing and multiple dwellings and places of assembly.
- B. Substantial knowledge and experience in Municipal Government facilities, or multiple dwelling residences.
- C. Substantial knowledge of Institutional and commercial renovation, repairs and alterations of existing facilities.
- D. Substantial knowledge of current industry standard construction practices.
- E. Knowledge of and experience with HUD standards; HUD construction and administrative requirements; and labor standards.
- F. Avid interest and fluency with Sustainable energy and related building materials.
- G. Member of the New York State Board of Registered Architects, in good standing.
- H. The selected firm will be required to declare that it will represent NHHA to the exclusion of all other clients having potential conflicts with the interests of NHHA.
- I. Furnish list of references.

**TERM OF CONTRACT**

The contract resulting from this request for proposals shall be on a month to month basis.

**Form of Proposal**

Please respond with a letter of interest which must include the following information:

1. A summary of your firm’s experience and/or firm resume.
2. Evidence of your firm’s ability to perform the services in a timely manner.
3. Fee requested for your services.

**Rating and Ranking of Selection**

All proposals will be rated and ranked according to the following criteria:

1. Clear understanding of the North Hempstead Building Code as it relates to renovation of NHHA buildings.

Excellent- 30 points	Good-20 points	Fair-10 points
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2. Record of past performance in jobs of similar scope and nature.

Excellent- 30 points	Good-20 points	Fair-10 points
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3. Overall hands-on experience with resolution of complex field conditions.

Excellent- 20 points	Good-10 points	Fair-5 points
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Give Examples.

4. Fee requested.

Excellent- 20 points	Good-10 points	Fair-5 points
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All responses should directly address each criterion under specific headings as per Form of Proposal. Responses must be received in a sealed envelope marked "Architectural Open Services" by the Housing Authority Office no later than 3 PM, Thursday April 22nd, 2021 and shall be addressed to:

Sean Rainey  
 Executive Director  
 North Hempstead Housing Authority  
 899 Broadway, Suite 121  
 Westbury, NY 11590

The North Hempstead Housing Authority is an Equal Opportunity Employer.