

PUBLIC NOTICE

REQUEST FOR PROPOSALS

THE HOUSING AUTHORITY OF THE CITY OF HOBOKEN, COUNTY OF HUDSON, and STATE OF NEW JERSEY is requesting proposals for the provision of ENGINEERING SERVICES to modernize two elevators at 311 13th Street, Hoboken, NJ.

ENGINEERING SERVICES

Copies of the documents setting forth the scope of services, contract terms and conditions, qualification requirements, criteria for evaluations and submission requirements may be obtained from the Housing Authority by emailing lourdes@myhhanj.com. Proposals will be accepted up to 11:00 A.M. (Prevailing Time) on Tuesday, October 6, 2015.

Emil Kotherithara
Acting Executive Director

Dated: Tuesday September 22, 2015

**THE HOUSING AUTHORITY OF THE CITY OF HOBOKEN
REQUEST FOR PROPOSALS
FROM FIRMS INTERESTED IN PROVIDING
ENGINEERING SERVICES TO THE
HOUSING AUTHORITY OF THE CITY OF HOBOKEN**

Introduction

THE HOUSING AUTHORITY OF THE CITY OF HOBOKEN ("Authority") is, pursuant to N.J.S.A. 19:44A-20.5 et seq, seeking Requests for Proposals ("RFP") from firms that wish to provide engineering services to the Authority in order to modernize two (2) elevators at 311 13th Street, Hoboken, NJ. The successful firm must have significant experience in representing New Jersey municipalities and Public Housing Authorities in all aspects of municipal engineering. Preference shall be given to firms that employ at least one Certified Municipal Engineer (CME).

Project Scope

- **Preliminary**
 - Evaluation of existing elevators (2) condition and needs
- **Solicitation**
 - Independent Cost Estimate
 - BID Specifications
 - BID distribution and tracking
 - BID Walkthrough
 - BID Q&A Review
 - Attendance at BID Opening
- **Review**
 - Review of Submitted BID's
 - Recommendation of award to Board
- **Project Oversight**
 - Awardee Onboarding
 - Contractor Coordination
 - Preliminary Project Support
 - Contractor Proposal & Payment Approvals
 - Project Oversight
 - Inspection Coordination
 - Project Acceptance
- **Estimated Timeline**
 - Engineering contract award – October 8, 2015
 - Bid package reviewed and approved – week of October 26, 2015
 - Bid package advertised November 2, 2015
 - Bids due back December 1, 2015
 - Contractor award – December 10, 2015
 - Project must be accepted no later than June 30, 2016

Professional Information and Qualifications

1. Name of Firm;

2. Address of principal place of business and all other offices and corresponding telephone and email addresses. Please note specifically which engineers will be assigned to work with the Authority;
3. Description of assigned engineers' education, experience, qualifications, number of years with the firm and a description of their experience with projects similar to those described above;
4. Experience related to providing engineering services to public entities;
5. At least four (4) references, three (3) of which must have knowledge of your service to public entities;
7. The firm's ability to meet project timeline;
8. Flat fee for services rendered **MUST BE** proposed;
9. New Jersey Business Registration Certificate;
10. Fully executed Disclosure of Ownership form;
11. Mandatory Equal Employment Opportunity Language;
12. Fully executed Non-Collusion Affidavit;
13. Political Contribution Disclosure Form.

Section Criteria

The selection criteria used in awarding a contract or agreement for professional services as described herein shall include:

1. Qualifications of the individuals who will perform the tasks and the amounts of their respective participation;
2. Experience and references;
3. Ability to perform the tasks according to timeline;
4. Cost.

Submission Requirements

RFP must be delivered no later than October 6, 2015 at 11:00 a.m. to:

Emil Kotherithara, Acting Executive Director
THE HOUSING AUTHORITY OF THE CITY OF HOBOKEN
400 Harrison Street
Hoboken, New Jersey 07030

Please submit one original and one electronic (PDF) copy of your proposal.

HOBOKEN HOUSING AUTHORITY

DISCLOSURE OF OWNERSHIP FORM

N.J.S.A. 52:25-24.2 reads in part that "no corporation or partnership shall be awarded any contract by the State, County, Municipality or School District, or any subsidiary or agency thereof, unless prior to the receipt of the submission of the corporation or partnership, there is provided to the public contracting unit a statement setting forth the names and addresses of all individuals who own 10% or more of the stock or interest in the corporation or partnership".

1. If the professional service entity is a *partnership*, then the statement shall set forth the names and addresses of all partners who own a 10% or greater interest in the partnership.
2. If the professional service entity is a *corporation*, then the statement shall set forth the names and addresses of all stockholders in the corporation who own 10% or mor of its stock of any class.
3. If a corporation owns all or part of the stock of the corporation or partnership providing the submission, then the statement shall include a list of the stockholders who own 10% or more of the stock of any class of that corporation.
4. If the professional service entity is other than a corporation or partnership, the contractor shall indicate the form of corporate ownership as listed below.

COMPLETE ON THE FOLLOWING STATEMENTS:

1. Stockholders or Partners owning 10% or more of the company providing the submission:

Name:

Address:

SIGNATURE: _____

DATE: _____

II. No Stockholder or Partner owns 10% of more of the company providing this submission:

SIGNATURE: _____ DATE: _____

III. Submission is being provided by an individual who operates as a sole proprietorship:

SIGNATURE: _____ DATE: _____

IV. Submission is being provided by a corporation or partnership that operates as a (check one of the following):

_____ Limited Partnership

_____ Limited Liability Corporation

_____ Limited Liability Partnership

_____ Subchapter S Corporation

SIGNATURE: _____ DATE: _____

HOBOKEN HOUSING AUTHORITY

MANDATORY EQUAL EMPLOYMENT OPPORTUNITY LANGUAGE

N.J.S.A. 10:5-31 et seq. and N.J.A.C. 17:27 et seq.

GOODS, PROFESSIONAL SERVICES AND GENERAL SERVICE CONTRACTS

During the performance of this contract, the contractor agrees as follows:

The contractor or subcontractor, where applicable, will not discriminate against any employee or applicant for employment because of age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation or sex. Except with respect to affectional or sexual orientation, the contractor will take affirmative action to ensure that such applicants are recruited and employed and that employees are treated during employment, without regard to their age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation or sex. Such action shall include, but not be limited to the following: employment, upgrading, demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates or pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the Public Agency Compliance Officer setting forth provisions of this non-discrimination clause.

The contractor or subcontractor, where applicable will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation or sex.

The contractor or subcontractors, where applicable, will send to each labor union or representative or workers with which it has a collective bargaining agreement or other contract or understanding, a notice, to be provided by the agency contracting officer advising the labor union or workers' representative of the contractor's commitments under this act and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

The contractor and subcontractor, where applicable, agrees to comply with the regulations promulgated by the Treasurer pursuant to N.J.S.A. 10:5-31 et seq., as amended and supplemented from time to time and the Americans with Disabilities Act.

The contractor and subcontractor agrees to attempt in good faith to employ minority and female workers consistent with the applicable county employment goals established in accordance with N.J.S.A. 17:27-5.2, or a binding determination of the applicable county employment goals determined by the Division, pursuant to N.J.S.A. 17:27-5.2.

The contractor and subcontractor agrees to inform in writing its appropriate recruitment agencies including, but not limited to, employment agencies, placement bureaus, colleges, universities, labor unions, that it does not discriminate on the basis or age, race, creed, color, national origin, ancestry, martial status, affectional or sexual orientation, or sex, and that it will discontinue to use of any recruitment agency which engages in direct or indirect discriminatory practices.

The contractor and subcontractor agrees to revise any of its testing procedures, if necessary, to assure that all personnel testing conforms with the principles of job-related testing, as established by the statutes and court decisions of the State of New Jersey and as established by applicable Federal law and applicable Federal court decisions.

The contractor shall submit to the public agency, after notification of award but prior to execution of a goods and services contract, one of the following three documents:

Letter of Federal Affirmative Action Plan Approval

Certificate of Employee Information Report

Employee Information Report Form AA302

The contractor and its subcontractor shall furnish such reports or other documents to the Division of Contract Compliance & EEO as may be requested by the Division from time to time in order to carry out the purposes of these regulations, and public agencies shall furnish such information as may be requested by the Division of Contract Compliance & EEO for conducting a compliance investigation pursuant to Subchapter 10 of the Administrative Code at N.J.A.C. 17:27.

I agree to the above,

Contractor

HOBOKEN HOUSING AUTHORITY

NON-COLLUSION AFFIDAVIT

STATE OF NEW JERSEY :
 : SS.
COUNTY OF HUDSON :

I, _____ of the _____
of _____, in the County of _____ and
the State of New Jersey, of full age, being duly sworn according to law on my oath depose and
say that:

I am _____

of the firm of _____
the Professional Service Entity making the submission for the above named Service, and that I
executed the said submission with full authority to do so; that the Professional Service Entity
has not, directly or indirectly, entered into any agreements, participated in any collusion, or
otherwise taken any action in restraint of fair and open competition in connection with the
above named Service; and that all statements contained in said submission and in this affidavit
are true and correct, and made with full knowledge that the Hoboken Housing Authority relies
upon the truth of the statements contained in said submission and in the statements contained
in this affidavit in awarding the contract for said Service.

I am further warrant that no person or selling agency has been employed or retained to solicit
or secure such contract upon an agreement or understanding for a commission, percentage,
brokerage or contingent fee.

Subscribed and sworn to before me

this _____ day of _____, 20

Notary Public
State of _____
My Commission Expires _____

(Signature or Professional)

(Type or print name of Affiant and Title
under signature)

**HOUSING AUTHORITY OF CITY OF HOBOKEN
POLITICAL CONTRIBUTION DISCLOSURE FORM**

Required Pursuant To N.J.S.A. 19:44A-20.26

This form or its permitted facsimile must be submitted to the Authority, with each proposal.

Part I – Vendor Information

Vendor Name: _____

Address: _____

City: _____

State: _____

Zip: _____

The undersigned being authorized to certify, hereby certifies that the submission provided herein represents compliance with the provisions of N.J.S.A. 19:44A-20.26 and the Pay to Play Policy of the Housing Authority of The City of Hoboken.

Signature

Printed Name

Title

Part II – Contribution Disclosure

Disclosure requirement: Pursuant to N.J.S.A. 19:44A-20.26 this disclosure must include all reportable political contributions (more than \$300 per election cycle) over the 12 months prior to submission to the Housing Authority of The City of Hoboken.

Contributor Name
Amount

Recipient Name

Date

Dollar

Check here if the information is continued on subsequent page(s)

RFP FOR Engineering Services – DUE Tuesday 10/6/2015 @ 11AM

Name of Respondent: _____

ENGINEER'S EVALUATION

1. Qualifications of the individuals who will perform the tasks and the amounts of their respective participation
25 points maximum _____
 2. Experience and references
25 points maximum _____
 3. Ability to perform the tasks according to timeline
25 points maximum _____
 4. Cost
25 points maximum _____
- Total _____

Date: _____

By: _____
Evaluator's Signature