

**CLARION COUNTY HOUSING AND REDEVELOPMENT AUTHORITY
CLARION COUNTY HOUSING AND COMMUNITY DEVELOPMENT CORPORATION
REQUEST FOR QUALIFICATIONS
ENGINEERING AND ARCHITECTURAL SERVICES**

Clarion County Housing and Redevelopment Authority and the Clarion County Housing and Community Development Corporation is seeking qualifications from interested firms capable of providing general engineering, architectural, and design services on Authority-funded community and economic development initiatives. These initiatives will be undertaken at various locations utilizing a variety of local, state, and federal funding resources. Firms interested in submitting qualifications for future consideration by the Authority may obtain additional information and a proposal packet by visiting the Authority's web-site at www.clarionhousing.com or by contacting:

Penny Campbell, Executive Director
Clarion County Housing and Redevelopment Authority
8 West Main Street
Clarion, Pennsylvania 16214
Phone: 814-226-8910 Ext. 105
E-Mail: ccha@clarionhousing.com

Minority and Women-owned Businesses and Disadvantaged Businesses are encouraged to submit their qualifications. All proposals must be submitted no later than **4:30 PM, January 19, 2024**, to the address listed above.

GENERAL SCOPE OF SERVICES

Periodically, Clarion County Housing and Redevelopment Authority and the Clarion County Housing and Community Development Corporation requires the services of consulting engineering, architectural and design firms to assist with the implementation of Authority-funded Public Housing Authority, Redevelopment Authority and non-profit rehabilitation and development initiatives. These initiatives are annually undertaken by the Authority at various locations throughout Clarion County utilizing a variety of local, state, and federal funding resources, including HUD funding.

Summary of Services Required

The specific services needed on a project-by-project basis will include the following:

1. Basic design and engineering consultation and cost estimates.
2. Preparation of specifications and drawings needed for the solicitation for bids in accordance with the Authority's Procurement Policy.
3. Assist the Authority in the bidding process. This will include but not be limited to:
 - a. preparing a pre-bid cost analysis of the work items to aid in determining the cost reasonableness of the bids received.
 - b. distributing specifications and drawings to all contractors responding to the Invitation for Bids.
 - c. recording name and addresses of all contractors receiving specifications.
 - d. providing meeting minutes.
 - e. answering all questions pertaining to the specifications.
 - f. preparing any needed addenda.
 - g. attending the bid opening and recording of bid proposal information.
 - h. checking qualifications and performance of apparent low bidders.
 - i. certify that the low bid is reasonable.
 - j. make recommendations for the bid awards.
4. Conducting the Pre-Construction Conference at the Authority office and providing written meeting minutes.
5. Assist the Authority with Contract Administration. This will include but is not limited to:
 - a. conducting job meetings and site inspections and providing written minutes.
 - b. answering any questions pertaining to the specifications and drawings.
 - c. preparing change orders requested by the Authority and/or contractor including cost estimates for cost reasonableness.

- d. approval of all shop drawings and submittals required by the General and Special Conditions in the specifications.
- e. monitoring the progress and quality of workmanship of the contracts.
- f. approving all pay requests, according to the quantity and quality of work completed. Certifying Contractor compliance with Davis Bacon Wage Rates or state prevailing wage rates.
- g. providing the Authority with copies of correspondences, approved shop drawings, submittals etc., pertaining to the contracts.
- h. consulting with the Authority and providing recommendations for needed changes or improvements of work items during construction.
- i. assist the Authority in settling any disputes with the contractors, sub contractors pertaining to their contracts.

6. Assist the Authority with Contract Close Out. This will include but is not limited to:

- a. providing all construction close out documents required under the General and/or Special Conditions in the specifications.
- b. conducting the final job inspection.
- c. preparing a punch list of defective items and submitting it to the Authority and Contractor.
- d. inspecting the punch list items, when completed, to assure compliance with specifications.
- e. certifying that all work covered under contract has been completed, satisfactory and in accordance with the specifications.

7. Contract Follow-up. This will include but not be limited to:

- a. assisting the Authority with the correction of any deficiencies and possible disputes with the Contractors, pertaining to these deficiencies for the one year warranty period.
- b. preparation of a punch list(s) for any defective items and submitting them to the Authority and Contractor.
- c. conducting a final inspection of the punch list items to assure satisfactory completion.

EVALUATION OF QUALIFICATIONS / SELECTION OF FIRMS

Qualification packets submitted by firms will be maintained on file by the Authority and reviewed as engineering and architectural services are needed for Authority-funded initiatives. All reviews and evaluations of qualifications will be completed by the Authority. The Authority may request additional project-specific information and technical proposals from firms during this review process.

~~Following the evaluation of qualifications, the Authority will negotiate the cost for services with the most qualified firm selected.~~ In the event that an acceptable agreement cannot be negotiated with the most qualified firm, the Authority may also attempt to negotiate with other interested firms. The following form will be utilized to evaluate the qualifications of proposers for each project:

Name of Firm:		
Contact Person:		
Reviewed By:		
Selection Criteria	Rating (1 to 10)	Comments
1. Specific Activities Proposed (10 points) <ul style="list-style-type: none"> ▪ Did the firm adequately describe specific activities necessary to successfully implement projects related to multifamily housing rehabilitation, construction and community development initiatives? 		
2. Direct Project Experience (20 points) <ul style="list-style-type: none"> ▪ Does the firm possess any direct experience with Authority-funded projects? ▪ Has the firm provided services in the past for similar types of projects? 		
3. Special Knowledge (25 points) <ul style="list-style-type: none"> ▪ Does the firm possess any special knowledge related to projects being implemented by the Authority? ▪ Does the firm have prior experience working with the local, state, and / or federal agencies or funding sources which will be involved with the project? 		
4. Capacity of Firm (25 points) <ul style="list-style-type: none"> ▪ Does the firm possess the capacity to carry out the activities proposed? ▪ Is the firm capable of performing within the specified project schedule? 		
5. Prior Working Experience with Authority (20 points) <ul style="list-style-type: none"> ▪ Has the firm provided services to the Authority in the past? ▪ If yes, were the services provided acceptable? 		

6. Cost Estimate (25 points) <ul style="list-style-type: none"> ▪ Has the firm been successful in providing accurate cost estimates for projects? ▪ Has the firm been successful in meeting timelines for projects? 		
Total Rating Points (out of 125):		

SUBMISSION REQUIREMENTS

Proposers are required to submit one (1) original packet of their qualifications to the Clarion County Housing and Redevelopment Authority at 8 West Main Street, Clarion, PA 16214. Initial proposals must be submitted no later than 4:30 PM, January 19, 2024.

To be considered, firms must respond in their proposals to the following:

A. Profile of Firm

Name of Firm:	
Address:	
Tax Identification Number:	
Firm Owner(s) / Principal(s):	
Primary Contact Person:	
Phone:	
Email:	
Is Your Company Qualified as any of the Following? (check all that apply):	<input type="checkbox"/> Minority-Owned Business Enterprise <input type="checkbox"/> Woman-Owned Business Enterprise <input type="checkbox"/> Disadvantaged Business Enterprise <input type="checkbox"/> Labor Surplus Area Business <input type="checkbox"/> Small Business

Statement of Offeror

The undersigned hereby acknowledges the following:

1. That to the best of its knowledge and belief, all factual information provided herein is true and correct.
2. That it will, at all times, indemnify and hold harmless Clarion County Housing and Redevelopment Authority, Pennsylvania and its assignees against all losses, costs, damages, expenses, and liabilities of any nature directly or indirectly resulting from, arising out of or relating to the Authority's acceptance, consideration, or rejection of this proposal.
3. That no revised representations may be made in connection with this proposal once the deadline for acceptance of proposals has passed unless requested in writing by Clarion County Housing and Redevelopment Authority and Clarion County Housing and Community Development Corporation or its assignees.
4. That, if selected for participation in a project, it will abide by all applicable regulatory and statutory provisions.

The undersigned, being duly authorized, has caused this document to be executed in its name on this ____ day of _____, 20____.

By: _____
Signature

Printed Name and Title

B. Experience / Capacity of Firm

- Describe your firm’s experience working on various housing and community development projects.
- Detail your firm’s experience in providing engineering, architectural and design services on specific types of projects (i.e. roof replacement, kitchen and bathroom project, window, doors, site excavation, new building construction, demolition etc.).
- Identify the specific personnel who would be directly involved in Authority-funded projects and highlight their relevant experience (attach resumes as applicable).
- Describe any special knowledge which your firm possesses which will enable it to advantageously serve the Housing and Redevelopment Authority and its partners.
- Describe your firm’s experience working on state and federally funded projects (i.e. projects funded through HUD, USDA, DEP, EPA, PHARE, AHP, etc.).
- Describe your firm’s experience in working with other housing and redevelopment authorities and non-profits.

C. References

List specific authorities, non-profits, organizations, and private enterprises which will be able to provide referral services for your firm. Provide the following for each reference:

- Name of Referral
- Project Name(s)
- Brief Description of Project(s)
- Your Firm’s Role in the Project(s)
- Specific Contact (providing their title or role with the project(s))
- Contact Information (Address, Phone, and E-mail)

Referral authorities, non-profits, and organizations provided should have utilized the firm’s services for similar activities requested in this RFQ.

QUESTIONS ABOUT THE RFQ:

Questions regarding this RFQ Packet should be directed to:

Penny Campbell, Executive Director
Clarion County Housing and Redevelopment Authority
8 West Main Street
Clarion, Pennsylvania 16214
Phone: 814-226-8910 ext. 105
Email: pennycampbell@clarionhousing.com