SUMMIT HOUSING AUTHORITY

REQUEST FOR PROPOSALS
PROFESSIONAL ARCHITECTURAL/ENGINEERING SERVICES

The Housing Authority of the City of Summit (herein after called the Authority) invites proposals from qualified professional Architectural/Engineering firms to provide A/E services requested by the Authority in order to expedite planned modernization projects and identify projects as needed. These services shall include, but not be limited to, developing plans and specifications for projects, preparing complete bidding and/or proposal packages for projects, evaluating submitted proposals/bids, overseeing projects during construction, attend meetings and preparing reports as requested. **These services will be used on an "As Needed" basis at an hourly rate with a contract limit not to exceed Fifty Thousand Dollars ($50,000).** Only sealed proposals from qualified professional Architectural/Engineering firms will be accepted no later than 10:00am (prevailing time) on Thursday, November 29, 2018 at the Summit Housing Authority, 512 Springfield Avenue, Summit, N.J. 07901, Attention: Joseph M. Billy, Jr., Executive Director. The proposal must be submitted in a sealed envelope marked" A&E "On Call" Services. No late proposals will be accepted.

The Authority will evaluate and rate the submitted proposals based on the selection criteria defined in the RFP package. The Authority will attempt to negotiate an agreeable contract, starting with the highest ranked firm, and proceeding until an agreement is reached.

Interested firms should contact Jackie Roundtree at jroundtree@summitnjha.org or calling the Housing Authority offices at (908) 273-6413 to request the RFP package for this contract. No late proposals will be accepted. No proposal shall be withdrawn for a period of sixty (60) days without the written consent of the Authority. The Authority reserves the right to reject any or all proposals and to waive any informalities in the selection process.

By: Joseph M. Billy, Jr.
Executive Director
10/31/2018

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