HOUSING AUTHORITY OF THE CITY OF SUMMIT

REQUEST FOR PROFESSIONAL SERVICES PROPOSALS

FOR

ARCHITECTURAL/ENGINEERING SERVICES ON AN "AS-NEEDED" BASIS

26-014

PROPOSALS ARE

DUE NO LATER

THAN

10:00 am (Prevailing Time) ON THURSDAY, SEPTEMBER 17, 2026

Submit Proposal to: Jacqueline Gray
Executive Director
Housing Authority of the City of Summit
512 Springfield Avenue
Summit, N.J. 07901

Legal Notice:

The Housing Authority of the City of Summit, New Jersey is seeking proposals for Architectural/Engineering Services on an "as-needed" basis for a one-year term starting October 1, 2026. Sealed proposals marked "Architectural & Engineering Services" from qualified professionals must be submitted no later than 10:00 AM (prevailing time) on Thursday, September 17, 2026, to the Summit Housing Authority, 512 Springfield Avenue, Summit, NJ 07901, Attention: Jacqueline Gray, Executive Director. Interested firms can request the RFP package by contacting procurement@summitnjha.org or downloading the solicitation from www.summitnjha.org. 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 No proposal shall be withdrawn for a period of sixty (60) days without the written consent of the Authority.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.

Instructions to Proposers

Deadline for receipt of professional services Proposals for Architectural/Engineering is 10:00 AM, Thursday, September 17, 2026.

Any Proposal received after that date and time will not be opened and will be rejected.

Each proposal must be submitted in a sealed envelope marked on the outside with the words "Architectural & Engineering Services"

Proposals must be submitted to:

Summit Housing Authority
Attn: Jacqueline L. Gray, Executive Director
512 Springfield Avenue
Summit, New Jersey 07901

Insurance Requirements

The selected Professional will be required to have in full force during the term of this Contract, insurance policy or policies with rated insurance carrier(s) licensed to do business in the State of New Jersey. Each proposing Professional shall provide to the Authority, as a part of its Proposal, a Certificate of Insurance naming the Authority as an Additional Named Insured. Such insurance coverage amounts and the Authority as an Additional Named Insured provision are required to remain in full force, uninterrupted, for duration of the selected Professional's Contract. The following minimum insurance coverage must be in place: Professional Comprehensive General Liability Insurance One Million Dollars ($1,000,000) per claim; Automobile Liability Insurance One Million Dollars ($1,000,000) per claim; Employers Liability Insurance; and, coverage for Worker's Compensation Insurance applicable under the laws of the State of New Jersey.

Codes, Laws, and Regulations

Professional shall comply with all applicable codes, laws, regulations, standards, and ordinances applicable and in force during the term of this Agreement. Professional shall prepare contract cost estimates, plans & specifications and bid packages which comply all applicable federal, State and other public bidding requirements.

Permits, Licenses, and Fees

Professional will obtain and pay for all permits and licenses required by law that are associated with the Professional's performance of its services hereunder. By submitting its Proposal, Proposer agrees to enter into an Agreement with the Authority for the professional services required herein.

Term and Termination

All services to be rendered by the Professional under the Scope of Work herein shall be completed in accordance with the Schedule for performance stated herein. All or part of this Agreement may be terminated by the Authority for its convenience on fifteen (15) days written notice to the Professional. In such event, the Professional will be entitled to compensation for services competently performed up to the date of termination.

Approval of Professionals

The Authority reserves the right to approve the contact person and the persons actually performing the professional services on behalf of Professional. If the Authority, in consultation with the Professional and in the Authority's sole discretion, is dissatisfied with the contact person or the person or persons actually performing the professjona1 services on behalf of Professional, pursuant to this Agreement, the Authority may require Professional to assign a different person or persons to be the contact person or to perform the professional services hereunder.

Additional Documents Required in Professional's Proposal Submission

In addition to submitting, on your company letterhead, your proposed Hourly Fee Rate Schedule by Type of Employee, and the statement of existing qualified staff resources to perform the requirements of this Scope of Work, Proposers must also provide proof that the Professional is licensed to practice in the State of New Jersey. The selected Professional is required to comply with all federal and State provisions and regulations recognizing that Authority funds are used. By submitting its Proposal, Proposer affirms it will so comply and must sign and return as a part of its Proposal, the forms contained herein including:

- Affidavit of Non-Collusion contained herein;
- Business Registration Statement contained herein;
- Stockholder Disclosure Certification contained herein;
- List of References Form contained herein; and,
- Certificate of Insurance - as described herein.

PROJECT DESCRIPTION & SCOPE OF SERVICES:

The Summit Housing Authority owns and operates 195 units of affordable housing on three properties within the City of Summit. “As-needed” Architectural & Engineering services are anticipated to address the needs of the properties as they arise, and in accordance with the Authority’s Physical Needs Assessment and available budget. Services of an Architect or Engineer licensed in the State of New Jersey (hereinafter referred to as the “Professional”) are required to perform professional services leading to award of, and performance by construction contractor[s] for as-needed capital construction work.

Additional provisions applicable to this Request for Proposals

Each Proposer agrees that, if selected, it will promptly enter into a contract with Authority for performance of the Scope of Work herein at its submitted Hourly Fee and in accordance with the provisions herein. The following additional provisions will be included in the Contract:

The Professional shall perform its work in a manner fully meeting requirements of all federal, State and other applicable entities of jurisdictions’ laws, rules, and regulations;

The Professional shall maintain regular communications with the Authority’s Executive Director during performance of its professional services and shall meet with the Executive Director as requested;

All information received during Professional’s work and all submissions received by the Authority become the sole property of the Authority for its use in any manner and without further cost to the Authority, unless prohibited by Patent or other legal prohibitions;

The Scope of Work, Affidavit of non-collusion, Certificate of Insurance and forms contained herein form a part of the Contract;

The Professional is required to comply with all Equal Opportunity, Affirmative Action and federal wage rate provisions, including Davis Bacon and other related provisions, to the extent such provisions are applicable to this professional services Contract and for submission of such documents as may be required in connection therewith;

The Authority is exempt from sales taxes on purchase and/or supply of goods and services and, upon request, will provide suitable exemption certification to the Professional for its use under the work contemplated herein. It shall be the sole responsibility of the Professional to obtain said exemption certification from the Authority. Failure of the Professional to so obtain and use said exemption certification in its purchase of goods and services hereunder shall, in no way, obligate the Authority to pay the amount of any such taxes Professional may incur and payment of any and all such amounts so incurred shall be the sole responsibility of the Professional.

NON-COLLUSION AFFIDAVIT

State of New Jersey
County of Union

I, _____ residing in _____
(name of affiant) (name of municipality)
in the County of _____ and State of _____of full age, being duly sworn according to law on my oath depose and say that:

I am _____ of the firm of _____
(title or position) (name of firm)

_____ the bidder making this Proposal for the bid

entitled _____, and that I executed the said proposal with
(title of bid proposal)
full authority to do so that said bidder has not, directly or indirectly entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free, competitive bidding in connection with the above named project; and that all statements contained in said proposal and in this affidavit are true and correct, and made with full knowledge that the Housing Authority of the City of Summit relies upon the truth of the statements contained in said Proposal and in the statements contained in this affidavit in awarding the contract for the said project.

I 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, except bona fide employees or bona fide established commercial or selling agencies maintained by _____.

Subscribed and sworn to before me this day _____
Date

Signature

_____
(Type or print name of affiant under signature)

Notary public of _____

My Commission expires _____
(Seal)

New Jersey Business Registration Requirements and Statement

By submitting its Proposal, Proposer affirms that it is registered with the State of New Jersey Division of Revenue as of the date of submitting its Proposal and must sign below and submit this page as part of its Proposal submittal.

No Contract for the professional services herein will be awarded until successful Proposer has submitted proof of its New Jersey Business Registration and that of its Sub-Contractors, if any. Failure to submit your Business Registration Certificate before Contract award will result in disqualification of your Proposal.

This is to certify that the firm of _____ is registered with the State of New Jersey, Division of Taxation, and complies with the requirements stated herein.

I understand that this registration is mandatory for public works contracts and that no Contract for the professional services herein will be awarded until successful Proposer has submitted proof of its New Jersey Business Registration and for that of its Sub-Contractors, if any.

Signature: _____

Title: _____

Proposer: _____

STOCKHOLDER DISCLOSURE CERTIFICATION

Name of Business: _____

☐ I certify that the list below contains the names and home addresses of all stockholders holding
10% or more of the issued and outstanding stock of the undersigned.

OR

☐ I certify that no one stockholder owns 10% or more of the issued and outstanding stock of the undersigned.

Check the box that represents the type of business organization:

☐Partnership ☐Limited Liability Corporation ☐Corporation ☐Sole Proprietorship

☐Limited Partnership ☐Limited Liability Partnership ☐Subchapter S Corporation

Sign and notarize the form below, and, if necessary, complete the stockholder list below.

Stockholders:

Name: _____ Name: _____

Home Address: _____ Home Address: _____

_____ _____

% of Ownership: _____ % of Ownership: _____

Name: _____ Name: _____

Subscribed and sworn before me this ___ day of _____ , 202

_____
(Affiant)

(Notary Public)

_____
(Print name & title of affiant)

My Commission expires:

(Corporate Seal)

LIST OF REFERENCES

(at least three references are required)

(Purpose of references provided is to demonstrate Proposer's experience with the type of professional services required herein.)

1. Name of Firm: _____

   Address & Phone Number: _____

   Contact Person: _____

   Title & Job Description: _____

   Brief Description of Work Performed:

   _____

   _____

2. Name of Firm: _____

   Address & Phone Number: _____

   Contact Person: _____

   Title & Job Description: _____

   Brief Description of Work Performed:

   _____

   _____

3. Name of Firm: _____

   Address & Phone Number: _____

   Contact Person: _____

   Title & Job Description: _____

   Brief Description of Work Performed:

   _____

   _____

PROFESSIONAL QUALIFICATIONS and EVALUATION

The Authority will evaluate all proposals received on the basis of the following criteria. Incomplete or defective Proposals or Proposals received after the deadline stated herein will not be considered:

100% SCORE BASIS

Knowledge of, prior experience in, and satisfactory performance of capital construction projects undertaken by Proposer. (all satisfactory = 35%)

Past performance based on cost control, quality of work, compliance with contract requirements including on-time performance and responses from References provided. (all satisfactory = 25%)

Professional's stated Hourly Fee for its professional services hereunder (= 40%)