

**Scranton Housing Authority
400 Adams Avenue
Scranton, Pa. 18510**

ARCHITECTURAL & ENGINEERING SERVICES

REQUEST FOR PROPOSALS

BACKGROUND & GENERAL QUALIFICATIONS

SCOPE OF WORK

SECTION CRITERIA

OWNER/CONTRACTOR AGREEMENT

INSTRUCTIONS TO OFFERORS-NON-CONSTRUCTION-HUD #5369B

REQUEST FOR PROPOSALS

PROFESSIONAL ARCHITECTURAL AND ENGINEERING SERVICES

The Scranton Housing Authority, City of Scranton, Lackawanna County, Pennsylvania is seeking Request for Proposals, in triplicate, to contract for Professional Architectural and Engineering Services to perform a feasibility study to determine what capital improvements are needed at the Park Gardens development, located in Scranton, Pennsylvania. The feasibility study shall also provide cost estimates for the capital improvements.

The RFP will be available for pickup Monday through Friday from 8:00AM to 4:00PM, at the Scranton Housing Authority Office, 400 Adams Avenue, Scranton, Pennsylvania, 18510. Proposals will be held in confidence and not released in any manner until after the contract award.

Proposals are due by 10:00AM, Wednesday, June 18, 2025, addressed as follows:

**Mr. Karl Lynott Executive Director
Scranton Housing Authority
400 Adams Avenue
Scranton, Pa. 18510**

No late submittals will be accepted.

Sarah Cruz
Madam Chairwomen

REQUEST FOR PROPOSALS

PROFESSIONAL SERVICES A& E

Background and General Qualifications

The Scranton Housing Authority, City of Scranton, Lackawanna County, Pennsylvania, a Public Housing Authority organized and existing pursuant to the Pennsylvania Housing Authorities Law, is seeking Requests for Proposals, in triplicate, from qualified offerors interested in providing Professional Architectural and Engineering (A & E) services to determine what capital improvements are needed at the Park Gardens development and provide estimates for the capital improvements..

The A & E firm shall be licensed in the state of Pennsylvania and have sufficient knowledge of local building codes.

The Scranton Housing Authority reserves the right to reject any and all proposals and/or waive any minor deficiencies in the proposals submitted. The offerors agree that this proposal shall be valid and may not be withdrawn for a period of sixty (60) calendar days from the date of the proposal receipt by the Authority.

SCOPE OF WORK ARCHITURAL & ENGINEERING SERVICES

The Scranton Housing Authority (SHA) is seeking proposals for Professional Architectural & Engineering (A & E) services to perform a feasibility study to determine what capital improvements are needed at the Park Gardens Development and to develop cost estimates for the capital improvements identified by this study.

The Park Gardens development is in the Green Ridge section of the City of Scranton at 38 Morel Street, Scranton, Pa. 18509. The development was built in 1950 by the State of Pennsylvania and ceded to the Scranton Housing Authority in 1978. The development is comprised of six (6) clusters of buildings with a total of 166 units and 30 garages. There are 16 one-bedroom units, 100 two-bedroom units and 53 three-bedroom units. There are no handicapped accessible units at Park Gardens.

Other than the improvements made below, no comprehensive improvements have been undertaken at this development.

Roofs were installed twenty (20) years ago.

Parking lots were done fifteen (15) years ago along with exterior lighting

Some interior electrical panel boxes have been replaced.

Some interior flooring has been replaced.

Some boilers and hot water heaters have been replaced over the last five (5) years.

The study should encompass the heating & hot water systems, foundations, windows, plumbing/sewer lines, electrical, garages, interior conditions of units and hallways and exterior areas such as sidewalks and entrance ways.

Selection Criteria

- | | |
|--|-----------|
| 1. Evidence of the Architect/Engineer's ability to perform the work, as indicated by profiles of the principals and staff's professional and technical competence and experience and their facilities. | 30 Points |
| 2. Past performance on similar projects in terms of cost control, quality of work and compliance with performance schedules. | 25 Points |
| 3. Capability to provide professional services in a timely manner. | 25 Points |
| 4. Knowledge of local building codes. | 10 Points |
| 5. Cost of Professional Services | 10 Points |
| 6. Evidence that the Architect/Engineer is registered in the State and carries Error and Omissions insurance. | Yes or No |

The offeror should provide supporting documentation to support the above criteria, including a resume of the staff's experience and qualifications.

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Instructions to Offerors Non-Construction

U.S. Department of Housing
and Urban Development
Office of Public and Indian Housing



- 03291 -

1. Preparation of Offers

(a) Offerors are expected to examine the statement of work, the proposed contract terms and conditions, and all instructions. Failure to do so will be at the offeror's risk.

(b) Each offeror shall furnish the information required by the solicitation. The offeror shall sign the offer and print or type its name on the cover sheet and each continuation sheet on which it makes an entry. Erasures or other changes must be initialed by the person signing the offer. Offers signed by an agent shall be accompanied by evidence of that agent's authority, unless that evidence has been previously furnished to the HA.

(c) Offers for services other than those specified will not be considered.

2. Submission of Offers

(a) Offers and modifications thereof shall be submitted in sealed envelopes or packages (1) addressed to the office specified in the solicitation, and (2) showing the time specified for receipt, the solicitation number, and the name and address of the offeror.

(b) Telegraphic offers will not be considered unless authorized by the solicitation; however, offers may be modified by written or telegraphic notice.

(c) Facsimile offers, modifications or withdrawals will not be considered unless authorized by the solicitation.

3. Amendments to Solicitations

(a) If this solicitation is amended, then all terms and conditions which are not modified remain unchanged.

(b) Offerors shall acknowledge receipt of any amendments to this solicitation by

- (1) signing and returning the amendment;
- (2) identifying the amendment number and date in the space provided for this purpose on the form for submitting an offer,
- (3) letter or telegram, or
- (4) facsimile, if facsimile offers are authorized in the solicitation. The HA/HUD must receive the acknowledgment by the time specified for receipt of offers.

4. Explanation to Prospective Offerors

Any prospective offeror desiring an explanation or interpretation of the solicitation, statement of work, etc., must request it in writing soon enough to allow a reply to reach all prospective offerors before the submission of their offers. Oral explanations or instructions given before the award of the contract will not be binding. Any information given to a prospective offeror concerning a solicitation will be furnished promptly to all other prospective offerors as an amendment of the solicitation, if that information is necessary in submitting offers or if the lack of it would be prejudicial to any other prospective offerors.

5. Responsibility of Prospective Contractor

(a) The HA shall award a contract only to a responsible prospective contractor who is able to perform successfully under the terms and conditions of the proposed contract. To be determined responsible, a prospective contractor must -

- (1) Have adequate financial resources to perform the contract, or the ability to obtain them;

- (2) Have a satisfactory performance record;
- (3) Have a satisfactory record of integrity and business ethics;
- (4) Have a satisfactory record of compliance with public policy (e.g., Equal Employment Opportunity); and
- (5) Not have been suspended, debarred, or otherwise determined to be ineligible for award of contracts by the Department of Housing and Urban Development or any other agency of the U.S. Government. Current lists of ineligible contractors are available for inspection at the HA/HUD.

(b) Before an offer is considered for award, the offeror may be requested by the HA to submit a statement or other documentation regarding any of the foregoing requirements. Failure by the offeror to provide such additional information may render the offeror ineligible for award.

6. Late Submissions, Modifications, and Withdrawal of Offers

(a) Any offer received at the place designated in the solicitation after the exact time specified for receipt will not be considered unless it is received before award is made and it -

- (1) Was sent by registered or certified mail not later than the fifth calendar day before the date specified for receipt of offers (e.g., an offer submitted in response to a solicitation requiring receipt of offers by the 20th of the month must have been mailed by the 15th);
- (2) Was sent by mail, or if authorized by the solicitation, was sent by telegram or via facsimile, and it is determined by the HA/ HUD that the late receipt was due solely to mishandling by the HA/ HUD after receipt at the HA;
- (3) Was sent by U.S. Postal Service Express Mail Next Day Service - Post Office to Addressee, not later than 5:00 p.m. at the place of mailing two working days prior to the date specified for receipt of proposals. The term "working days" excludes weekends and U.S. Federal holidays; or
- (4) Is the only offer received.

(b) Any modification of an offer, except a modification resulting from the HA's request for "best and final" offer (if this solicitation is a request for proposals), is subject to the same conditions as in subparagraphs (a)(1), (2), and (3) of this provision.

(c) A modification resulting from the HA's request for "best and final" offer received after the time and date specified in the request will not be considered unless received before award and the late receipt is due solely to mishandling by the HA after receipt at the HA.

(d) The only acceptable evidence to establish the date of mailing of a late offer, modification, or withdrawal sent either by registered or certified mail is the U.S. or Canadian Postal Service postmark both on the envelope or wrapper and on the original receipt from the U.S. or Canadian Postal Service. Both postmarks must show a legible date or the offer, modification, or withdrawal shall be processed as if mailed late. "Postmark" means a printed, stamped, or otherwise placed impression (exclusive of a postage meter machine impression) that is readily identifiable without further action as having been supplied and affixed by employees of the U.S. or Canadian Postal Service on the date of mailing. Therefore, offerors should request the postal clerk to place a hand cancellation bull's-eye postmark on both the receipt and the envelope or wrapper.

(e) The only acceptable evidence to establish the time of receipt at the HA is the time/date stamp of HA on the offer wrapper or other documentary evidence of receipt maintained by the HA.

(f) The only acceptable evidence to establish the date of mailing of a late offer, modification, or withdrawal sent by Express Mail Next Day Service-Post Office to Addressee is the date entered by the post office receiving clerk on the "Express Mail Next Day Service-Post Office to Addressee" label and the postmark on both the envelope or wrapper and on the original receipt from the U.S. Postal Service. "Postmark" has the same meaning as defined in paragraph (c) of this provision, excluding postmarks of the Canadian Postal Service. Therefore, offerors should request the postal clerk to place a legible hand cancellation bull's eye postmark on both the receipt and the envelope or wrapper.

(g) Notwithstanding paragraph (a) of this provision, a late modification of an otherwise successful offer that makes its terms more favorable to the HA will be considered at any time it is received and may be accepted.

(h) If this solicitation is a request for proposals, proposals may be withdrawn by written notice, or if authorized by this solicitation, by telegram (including mailgram) or facsimile machine transmission received at any time before award. Proposals may be withdrawn in person by a offeror or its authorized representative if the identity of the person requesting withdrawal is established and the person signs a receipt for the offer before award. If this solicitation is an invitation for bids, bids may be withdrawn at any time prior to bid opening.

7. Contract Award

(a) The HA will award a contract resulting from this solicitation to the responsible offeror whose offer conforming to the solicitation will be most advantageous to the HA, cost or price and other factors, specified elsewhere in this solicitation, considered.

(b) The HA may

- (1) reject any or all offers if such action is in the HA's interest,
- (2) accept other than the lowest offer,
- (3) waive informalities and minor irregularities in offers received, and (4) award more than one contract for all or part of the requirements stated.

(c) If this solicitation is a request for proposals, the HA may award a contract on the basis of initial offers received, without discussions. Therefore, each initial offer should contain the offeror's best terms from a cost or price and technical standpoint.

(d) A written award or acceptance of offer mailed or otherwise furnished to the successful offeror within the time for acceptance specified in the offer shall result in a binding contract without further action by either party. If this solicitation is a request for proposals, before the offer's specified expiration time, the HA may accept an offer, whether or not there are negotiations after its receipt, unless a written notice of withdrawal is received before award. Negotiations conducted after receipt of an offer do not constitute a rejection or counteroffer by the HA.

(e) Neither financial data submitted with an offer, nor representations concerning facilities or financing, will form a part of the resulting contract.

8. Service of Protest

Any protest against the award of a contract pursuant to this solicitation shall be served on the HA by obtaining written and dated acknowledgment of receipt from the HA at the address shown on the cover of this solicitation. The determination of the HA with regard to such protest or to proceed to award notwithstanding such protest shall be final unless appealed by the protestor.

9. Offer Submission

Offers shall be submitted as follows and shall be enclosed in a sealed envelope and addressed to the office specified in the solicitation. The proposal shall show the hour and date specified in the solicitation for receipt, the solicitation number, and the name and address of the offeror, on the face of the envelope.

It is very important that the offer be properly identified on the face of the envelope as set forth above in order to insure that the date and time of receipt is stamped on the face of the offer envelope. Receiving procedures are: date and time stamp those envelopes identified as proposals and deliver them immediately to the appropriate contracting official, and only date stamp those envelopes which do not contain identification of the contents and deliver them to the appropriate procuring activity only through the routine mail delivery procedure.

[Describe bid or proposal preparation instructions here:]

CONTRACT FOR

PROFESSIONAL A & E SERVICES FOR A FEASIBILITY STUDY

THIS AGREEMENT made this _____ day of _____, 25 by and between the Scranton Housing Authority (hereafter SHA) and _____ (hereafter "the contractor").

WITNESSETH, that the Contractor and the Scranton Housing Authority for the consideration stated herein mutually agree as follows:

ARTICLE 1. STATEMENT OF WORK. The contractor shall furnish all labor, materials, equipment and qualified personnel required to complete all work required, said scope of work fully described in the Request for Proposals (RFP) for Professional Architectural & Engineering services for the Park Gardens Dwvelopment in strict accordance with the entitled RFP:

PROFESSIONAL ARCHITECTURAL AND ENGINEERING SERVICES
FOR

Scranton Housing Authority
400 Adams Avenue
Scranton, Pa. 18510

ARTICLE 2. THE CONTRACT PRICE. The Scranton Housing Authority shall pay the Contractor for the performance of the Contract, in current funds, subject to additions and deductions as provided in the Contract Documents, the sum of

ARTICLE 3. INSURANCE REQUIREMENTS.

The Contractor shall maintain insurance coverage during the effective term(s) terms of this contract as follows;

General Liability Insurance, \$1,000,000 per occurrence.

Professional Liability Insurance or Errors & Omissions coverage, minimum of \$1,000,000 per occurrence.

Automobile Liability coverage in a combined single limit of \$1,000,000.

Worker's compensation coverage evidencing carrier and coverage amount.

The Contractor shall provide to the SHA with current certificate(s)/endorsement(s) evidencing the insurance coverage referenced above. The SHA shall be an additional insured on all Comprehensive General Liability policies.

ARTICLE 4. CONTRACT DOCUMENTS. The contract shall consist of the following:

This Agreement

General Conditions of the Contract (General, Supplementary and other conditions).

The Request for Proposal

All modifications as agreed and signed by both parties during the course of the Contract.

This instrument, together with the other documents enumerated in this Article 4, which said other documents are as fully a part of the Contract as if hereto attached or herein repeated, form the Contract. In the event that any provisions of any other component part, the provision of the component part first enumerated in Article 4, shall govern, except as otherwise specifically stated. The various provisions in Addenda shall be construed in the order of preference of the component part of the Contract, which each modifies.

ARTICLE 5. APPLICABLE LAWS.

All work performed by the Contractor pursuant to this contract shall be done in accordance with applicable Federal, State and local laws, regulations, codes and ordinances.

The laws of the State of Pennsylvania govern the validity, construction and effect of this contract, unless said laws are superseded by, or in conflict with applicable federal laws and/or federal regulations. The parties agree that Lackawanna County, Pennsylvania, is the appropriate forum for any action relating to this contract.

IN WITNESS WHEREOF, the parties hereto have caused this instrument to be executed in two (2) original counterparts the day and year first written above.

ATTEST _____

BY _____
Contractor Name

Title

Address

ATTEST _____

THE SCRANTON HOUSING AUTHORITY

Contracting Officer

Address

Print or type names beneath all signatures.

I, _____, certify that I am the _____ of the corporation
named as Contractor herein, that _____, who signed this contract on behalf of
the Contractor, was then _____ of said corporation; that said contract was duly signed for
in behalf of said corporation by Authority of its governing body, and is within the scope of its corporate
powers.

(Corporate Seal)