



REQUEST FOR PROPOSALS
Architectural & Engineering Services
March 19, 2010

The Athens Housing Authority (AHA) is seeking written proposals from responsible Architecture & Engineering firms for the programming, design, construction drawings and specifications, bid preparation and analysis, inspection, contract administration, and close-out for the capital improvements, modernization and replacement housing at several of its housing developments. This work will be funded through a combination of the U.S. Department of Housing and Urban Development's (HUD) Capital Fund Program (CFP), Replacement Housing Factor (RHF), and AHA's Low Rent public housing budget.

Examples of currently anticipated projects are the window replacements at the Denney Tower highrise and the replacement of a fire damaged structure at Nellie B Apartments. The actual work to be accomplished, as well as the order and timing of projects, is subject to revision due to changes in funding, regulations, and priorities. The actual number of construction contracts issued will be determined at a later date.

Please address the following evaluation factors in your proposal. This will allow us to do a fair and reasonable evaluation of your firm.

- 1) Your firm's capacity to provide professional services in a timely manner.
 - A) Profile of your firm's organization and facilities.
 - B) Profile of your consultants' organizations.
 - C) Evidence of insurance coverage.
 - D) Knowledge of applicable building codes.
 - E) Knowledge of HUD regulations and standards.
 - F) A certified statement that your firm is not debarred, suspended or otherwise prohibited from professional practice by any federal, state, or local agency.

- 2) Staff qualifications including education, experience and licenses, registrations and/or certifications for:
 - A) Your firm
 - B) Consultants

3) Explanation of past performance in terms of cost control, quality of work, and compliance with performance schedules.

4) Resume of past performance including:

- A) Project name and location.
- B) General description of project.
- C) Construction contract amount.
- D) Owner's name and contact information.

Please submit written proposals by 2:00 P.M. **April 12, 2010**. They should be clearly marked "Proposal for Architecture/Engineering Services". Please note that proposals will be evaluated based upon qualifications. The authority will first rank the firms. Then (working from highest to lowest) award a contract subject to the negotiation of fair and reasonable compensation.

For your reference we have attached HUD's standard A/E contract (Form HUD-51915).

The Athens Housing Authority reserves the right to reject any or all proposals and/or to waive any informalities. The Athens Housing Authority also reserves the right to issue multiple A&E contracts if deemed in the best interest of the Authority.

All questions must be submitted in writing via E-Mail (charlieg@athenshousing.org) or Fax (706) 425-5299. We look forward to receiving your proposal.

Sincerely,



Charles Gluodenis
Director of Construction and Affordable Housing

Attachment