



Housing Authority of City of Pawtucket

Request for Qualifications

Consulting Services for A Feasibility Study Galego Court 3rd Floor Units

REQUEST FOR QUALIFICATIONS

Consulting Services for a Feasibility Study Third Floor Units at Galego Court

The Pawtucket Housing Authority (PHA) is soliciting Request for Qualifications (RFQ) from consulting firms to provide a review and associated design services for a Feasibility Study of Third Floor units at Galego Court.

A non-mandatory pre-bid will be held at 483 Weeden Street Galego Court Pawtucket RI 02860 on **September 18th, 2024, at 10:00AM**

A copy of the RFQ with additional information about the project and the selection process may be obtained at Fogarty Manor, 214 Roosevelt Avenue, Pawtucket, Rhode Island 02860.

One unbound original and three bound copies of the information requested in the RFQ must be received at Fogarty Manor no later than **12:00PM, October 3rd, 2024**.

The PHA strongly encourages MBEs and WBEs certified of Rhode Island to respond to this RFQ.

All questions regarding this RFQ should be directed to Christopher Bostic, Director of Operations (401) 640-1485.

THE HOUSING AUTHORITY OF
THE CITY OF PAWTUCKET, RI

Paula McFarland
Executive Director

EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

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1- GENERAL INFORMATION

- 1.1 The Pawtucket Housing Authority (PHA) intends to procure a qualified consulting firm to provide a feasibility study, environmental review, design, preliminary cost estimating, financing options for Galego Court 3rd Floor units using Grant funding.
- 1.2 The Statement of Qualification (SOQ) must be received by the PHA at the Fogarty Manor 214 Roosevelt Avenue, Pawtucket, Rhode Island 02862, by 12:00PM, October 3rd, 2024.
- 1.3 Questions pertaining to the selection process should be directed to Christopher Bostic, Director of Operations, at (401) 640-1485.
- 1.4 The PHA shall not be held responsible for any oral instructions. Any changes to this RFQ will be in the form of an addendum, which will be furnished to all registered RFQ holder.
- 1.5 The PHA reserves the right to reject any or all SOQs, to waive any informality or irregularity in any SOQ received, and to be the sole judge of the merits of the respective SOQs received.
- 1.6 This Project will incorporate fair cloth units per HUD.
- 1.7 The consulting firm will be selected based on demonstrated competence and qualifications for the type of services required without regard to fee, and thereafter the PHA will negotiate a contract for the feasibility study of the project and grounds for additional parking, unit size, unit access and redesign of the interior & exterior of the buildings at a fair and reasonable fee with the best qualified firm.
- 1.8 The consulting firm will be an integral member of the Project Team, consisting of the consultant and representative from the PHA, and other consultants as required.

2- ANTICIPATED SCOPE OF THE WORK

After being selected, the consulting firm will execute a contract with the PHA to provide design feasibility of the project and grounds for additional parking, unit size, unit access and possible redesign of the interior/exterior of the buildings.

. The scope of the services may include the following discipline: architectural, structural, civil (onsite and offsite), mechanical, electrical, plumbing, environmental, geotechnical analysis, signage/graphics, and cost estimating & financing options.

3- STATEMENT OF QUALIFICATIONS SELECTION CRITERIA

- 3.1 listed below. Information included within the SOQ may be used to

evaluate your firm as part of any criteria regardless of where that information is found within the SOQ. Information obtained from the SOQ and from any other relevant source may be used in the evaluation and selection process. The consulting firm will be selected through a qualification-based selection process.

3.2 Cover Letter (1-page) containing at a minimum.

Company name, contact name, address, fax number, and email address.

3.3 Qualifications Criteria

3.3.1 General Information 10 points

Description of the firm/team
Legal company organization; organization chart with names
List of applicable Rhode Island licenses.

3.3.2 Relevant Firm Experience 25 points

- a. Applicants overall reputation, services capabilities and quality as it related to this project.
- b. List and briefly describe 3-5 comparable projects completed by your firm or currently in progress; include your firm's role, and discuss contract amendment history, if applicable. For each project, include contracts value and construction value (original value plus contract amendments, if applicable), project owner, project location, contact name and title, address, current/accurate telephone number, fax number, and email address (if available).
- c. A minimum of three referral and references from other agencies and owner. If possible, references should be from the projects listed above.
- d. Applicant's capacity and intent to proceed without delay if selected for this work.

3.3.3 Team experience & Qualifications 20 points

- a. Describe each team member's position within the firm. Provide resumes of each proposed team members in Appendix A. List professional continuing education.
- b. Briefly describe each team member's role on this project.
- c. Provide "team" experience working together on similar projects.
- d. Identify proposed sub consultants.

3.3.4 Project Understanding and Approach 15 points

- a. Describe your understanding of the project.

- b. Identify and discuss any potential problems during design and feasibility studies.
- c. Identify and discuss methods to mitigate those problems.

3.3.5 Approach to Project Management 10 points

- a. Describe your firm's project management approach and team organization during programming, design, approaches, and feasibility phases.
- b. Describe systems used for planning, scheduling, estimating, and managing design and feasibility studies.
- c. Describe the firm's experience in quality assurance and dispute resolution.

3.3.6 Other Factors 15 points

- a. Current workload and abilities to proceed promptly.
- b. Willingness to abide by the PHA's standard form Agreement with few or no objections or changes.
- c. Provide a statement regarding your assurance that this engagement will not result in a conflict of interest.
- d. Relevant factors impacting the quality and value of work.

3.3.7 Minority/Women owned business enterprise. 5 points

4- SUBMITTAL REQUIREMENTS

- 4.1 The SOQ shall include a one-page cover letter plus a maximum of fifteen (15) pages to address the SOQ criteria specified in Section 3 (excluding Resumes). Tables of Contents and section divider pages do not count towards the total page count. Resumes for each key team member shall be limited to no more than two pages and shall be attached as Appendix A.
- 4.2 One original bound and three (3) copies of the SOQ and Appendix A must be submitted to The Pawtucket Housing Authority, 214 Roosevelt Avenue, Pawtucket, Rhode Island 02862, by 12:00PM, October 3rd, 2024, clearly labeled Proposal for Consulting Services for a Feasibility Study Third Floor Units at Galego Court
- 4.3 Failure to comply with the following criteria may be grounds for disqualifications:
 - Receipt of submittal by the specified cut-off date and time.
 - The number of originals and/or copies of the submittals specified.
 - Adherence to maximum number of page requirement.

- 4.4 Adherence to the maximum page criteria is critical; each page side (maximum 8 1/2" x 11") with criteria information will be counted. Pages that have photos, charts and graphs will be counted towards the maximum number of pages.

5- SELECTION PROCESS AND SCHEDULE

- 5.1 A minimum 5-member Project Evaluation Board will evaluate each SOQ according to the above criteria, as well as past performance evaluations, and select a minimum of three finalists that will be Short Listed for the project. The Short List firms will meet with the Project Evaluation Board for interviews. The purpose of the interviews will be to expand on the information provided in the SOQ, not to repeat information already provided. Those firms selected for the Short List will be provided with additional instructions by the PHA. Those firms not selected for further consideration will be notified.
- 5.2 Following the interviews the Project Evaluation Board will create a ranking for each Short List firm based on the published criteria in 3.3 of this RFQ. Consideration will be given to both the written Statement of Qualifications and any oral presentations or interviews. No other factors or criteria will be used in the qualification rating.
- 5.3 The highest-ranking firm will be recommended to the Board of Commissioners (BOC) for contract award.
- 5.4 Requests for debriefing or to review Statements of Qualifications submitted, shall be made in writing to the PHA. All information submitted by firms and related Project Evaluation Board evaluations and rankings shall be considered confidential until after contract execution and award by BOC.
- 5.5 The PHA will enter into negotiations with the selected firm and execute a contract upon completion of negotiations of design and construction administrative services for BOC approval. If the PHA is unsuccessful in negotiating a contract with the highest ranked team, the PHA may negotiate with the second highest ranked team until a contract is executed or may decide to terminate the selection process.