

NOTICE OF REQUEST FOR PROPOSALS

ARCHITECTURAL SERVICES

The Newburgh Housing Authority is issuing a Request for Qualifications for Architectural/Engineering Services for Bathroom and Kitchen rehabilitation at following location.

- 40 Walsh Rd. Newburgh, NY 12550

Responses will be accepted until 10AM on June 3rd, 2026

If you are interested in providing this architectural service, please apply during business hours for a copy of the Request for Qualifications (RFQ) to:

Lawrence R. Jackson
Executive Director
Newburgh Housing Authority
40 Walsh Rd.
Newburgh, NY 12550

The Housing Authority reserves the right to reject any or all proposals.

Lawrence R. Jackson
Executive Director

**NEWBURGH HOUSING AUTHORITY
40 WALSH RD, NEWBURGH, NY 12550**

REQUEST FOR QUALIFICATIONS (RFQ)

ARCHITECTURAL/ENGINEERING SERVICES

The Newburgh Housing Authority Housing Authority is issuing a request for qualifications (RFQ) from interested Architectural Services for the rehabilitation of kitchens and bathrooms at the units located at:

- Walsh Rd. Newburgh, NY 12550

SCOPE OF SERVICES

The scope of services shall include but not be limited to the following:

1. Preliminary Study Phase
2. Design Development Phase
3. Budding, Construction and Contract Document Phase
4. Bidding and Award Phase
5. Construction Phase
6. Post completion/Warranty Phase

The above scope of services is outlined in the Model of Agreement between Owner and Designer Professional Form HUD-51915.

FORM OF PROPOSAL

Please respond with a letter of interest which must include a clear indication of your understand of HUD contract Requirements, evidence of your firm's ability to perform the required services, evidence that the Architect is registered or licensed to perform the required services in the State of New York, evidence of Professional Liability Insurance and a Certified statement that the Architect/Engineer, or firm is not debarred, suspended or otherwise prohibited from professional practice by any Federal or State agency. Also provide relevant information responding to the following:

1. Professional/Technical competence and experience.
2. Capability to provide professional services in a timely manner.
3. Past performance in terms of cost control, quality control and compliance with performance schedules.
4. Knowledge of building codes.
5. Knowledge of HUD's General Conditions and Additional Clauses and required contract procedures of HUD and the Authority.
6. If not from local area, your plan to operate efficiently to provide professional services in the local area.
7. Your efforts to encourage small, women-owned, and minority business participation.
8. Profiles of firm's principals, staff and facilities.
9. Description of the management and design techniques/approach to be used under this contract.
10. References.

INSURANCE AND HOLD HARMLESS

Required insurance shall be submitted at time of contract approval. Insurance certificates shall contain the following language: Additional insured, Newburgh Housing Authority and all appointed officials and employees thereof. All certificates must be accompanied by endorsements. The successful proposer shall maintain the required insurances during the performance of the job through completion.

AFFIDAVIT

Each proposer shall include on his/her letter a notarized affidavit attesting that he and his firm, if any, have never been debarred, suspended, or otherwise prohibited from professional practice by any federal, state or local agency.

CONFLICT OF INTEREST

The successful proposer shall not during engagement under the agreement resulting from this Request for Qualification, or for one year after completion of services pursuant to such agreement, represent any interest that may be in conflict with interests of the Authority.

INFORMED KNOWLEDGE OF PROJECT

It is the responsibility of prospective responders, at their sole cost and expense, to become sufficiently familiar with the proposed work that an informed and binding proposal can be made. Mr. Lawrence R. Jackson, Executive Director, is the authorized contact person for all matters relating to this Request for Qualifications. He can be contacted at lrjackson@newburghhousingauthority.org

REQUIRED INFORMATION

Listed below are factors that must be included in your proposal, and which will be used by the authority in evaluating your proposal for the Architectural/Engineering services:

1. Past performance in terms of cost control, quality or work and compliance with performance schedules.
2. Capability to provide professional services in a timely manner.

3. Evidence of the Architect or firm's ability to perform the work, as indicated by profiles of the principals and staffs' professional and technical competence and experience.
4. Knowledge of building codes.

RANKING OF SELECTION CRITERIA

An evaluation panel of at least three (3) members shall consist of the Director and staff persons or other qualified individuals designated by the Executive Director. It will evaluate all responses and select the three most qualified names or firms and rank them in one-two-three order. The Authority shall enter into discussion/negotiation with the top ranked firm for the purpose of reaching acceptable contract terms. If is not achieved, discussion/negotiation shall commence with the next ranked firm....and so on.

Selection Criteria No. 1

Past performance in terms of cost control, quality of work and compliance with performance schedules.

Excellent 20 Points

Good 10 Points

Fair 5 Points

Selection Criteria No. 2

Capability to provide professional services in a timely manner.

Excellent 20 Points

Good 10 Points

Fair 5 Points

Selection Criteria No. 3

Professional/Technical competence experience.

Excellent 50 Points

Good 35 Points

Fair 15 Points

Selection Criteria No. 4

Excellent 10 Points

Good 5 Points

Fair 3 Points

Page 5
Newburgh Housing Authority

Replies shall include a cover letter limited to two pages that are responsive to the RFQ. Replies must be received no later than 10AM on June 3rd, 2026. Replies must be sealed and clearly labeled. They must be addressed to:

Lawrence R. Jackson
Executive Director
Newburgh Housing Authority
40 Walsh Rd. Newburgh, NY 12550