

REQUEST FOR PROPOSAL

The Housing Authority of the City of Alton, Illinois (AHA) is seeking proposals for Architectural/Engineering services for work funded under the Capital Fund Program 501-24 through 501-26. The Housing Authority reserves the right to negotiate with the selected firm for CFP 501-24 through 501-26. The general scope of these services will include: design, specifications, bidding, contract administration, construction observation, pay/progress and contract final closeout.

Proposals will be received until 3:00 p.m. November 10, 2025 at the Housing Authority of the City of Alton, 2406 Crawford, P.O. Box 844, Alton, Illinois 62002. Proposals received after the stated date and time will not be considered. Questions should be directed to Gregory Denton, Executive Director - (618) 465-4269.

The AHA reserves the right to reject any and all proposals, to advertise for new proposals, or proceed to accomplish this work by any means determined to be in and for the best interest of the AHA. Proposals will be weighed on the evaluation criteria stated in the Request for Proposals and evaluated by the AHA staff to determine the best proposal to satisfy the needs of the AHA.

Evaluation and Selection Criteria

Each responder is requested to submit their proposal in triplicate. All proposals will receive an objective review by the AHA. All factors are equally weighed. Proposals will be evaluated using the following criteria.

- A. Evidence of the A&E firm's ability to perform the work as indicated by profiles of the principal's and staff's professional and technical competence. Experience and their facilities.
- B. Capability to provide professional services in a timely manner in accordance with AHA implementation schedule.
- C. Evidence that the A&E firm is currently registered in the State of Illinois.
- D. The A&E firm must provide a certified statement that the firm is not debarred, suspended or otherwise prohibited from professional practice by any Federal, State, or Local agency.
- E. Knowledge of local and national building codes and regulations.
- F. Past performance in terms of cost control, quality of work and compliance with performance schedule.
- G. Experience with rehabilitation/renovation of multifamily housing properties.
- H. Experience with Public Housing and/or other subsidized multifamily properties, submission of a Previous Participation Certification, HUD-2530 or similar type of form.
- I. Overall responsiveness of proposal which includes MBE, WBE and Section 3 response.
- J. The time that a Principal of the Firm will be utilized in direct assistance to the AHA.

Each proposal will be rated from 1 (low) to 10 (high) on each individual selection criteria. All points will be tallied for each proposal and ranked based on the highest total points.

The number one (1) ranked proposal will be invited for an interview/presentation to be conducted with the AHA staff as well as to negotiate the professional services fee, if accepted, a written comprehensive proposal will be requested from the firm.

If the AHA fails to reach agreement with the first ranked firm, the AHA will follow the same procedure with the second and third ranked firms until an agreement with the most qualified firm at a fair and reasonable cost.

The work is to be funded by the U.S. Department of Housing and Urban Development (HUD), and the contract administered by the AHA.

Gregory Denton
Executive Director
Housing Authority City of Alton

ARCHITECTURAL/ENGINEERING SERVICES RFP EVALUATION SHEET

Evidence of the A&E firm's ability to perform the work as indicated by profiles of the principal's and staff's professional and technical competence. Experience and their facilities.

1 2 3 4 5 6 7 8 9 10

Capability to provide professional services in a timely manner in accordance with AHA implementation schedule.

1 2 3 4 5 6 7 8 9 10

Evidence that the A&E firm is currently registered in the State of Illinois.

1 2 3 4 5 6 7 8 9 10

The A&E firm must provide a certified statement that the firm is not debarred, suspended or otherwise prohibited from professional practice by any Federal, State, or Local agency.

1 2 3 4 5 6 7 8 9 10

Knowledge of local and national building codes and regulations.

1 2 3 4 5 6 7 8 9 10

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

1 2 3 4 5 6 7 8 9 10

Experience with rehabilitation/renovation of multifamily housing properties.

1 2 3 4 5 6 7 8 9 10

Experience with Public Housing and/or other subsidized multifamily properties, submission of a Previous Participation Certification, HUD-2530 or similar type of form.

1 2 3 4 5 6 7 8 9 10

Overall responsiveness of proposal which includes MBE, WBE and Section 3 response.

1 2 3 4 5 6 7 8 9 10

The time that a Principal of the Firm will be utilized in direct assistance to the AHA.

1 2 3 4 5 6 7 8 9 10

Total Score: _____