

**THE HOUSING AUTHORITY OF PLAINFIELD**  
**REQUEST FOR PROPOSALS**  
**FOR**  
**PROFESSIONAL SERVICES FOR KITCHEN RENOVATIONS At**  
**RICHMOND TOWERS/510 AND 520 EAST FRONT STREET**

The Housing Authority of Plainfield is requesting architectural/engineering firms to assist the Authority in kitchen renovations inside the seventy (70) apartments of three types, efficiency, one-bed room, and handicapped accessible units. The Authority is seeking qualified A/E firms in assisting the authority in three major phases of the kitchen renovations: Bidding phase, the construction contract award phase and the administration of the contract work.

- **Bidding Phase:**

Provide an estimated cost of kitchen renovations for the authority based on the plans and specifications already prepared by the authority.

Attend and conduct a pre-bid construction meeting with prospectively interested contractors and provide answers of the inquiries to the bidders for the kitchen renovations.

- **Construction contract Award Phase:**

Review all construction bids received and tabulate received bids and make recommendations to the authority on the award of construction contract based on the construction prices, specifications, construction drawings and the relevant documents pertaining to the kitchen renovations.

- Construction Contract Administration Phase:

Review and approve Contractor's monthly progress payments.

Reply to all issues requested by the general contractor and its subcontractor's vendors.

Conduct bi-weekly meetings with the authority for progress, questions or changes if there is any.

Review, process and approve all contractor submittals including cabinet, electrical, plumbing fixtures, countertops, piping, wiring, painting etc.

Perform three (3) site inspections inside each apartment associated with kitchen renovations; one after completion of demolition work of kitchen one after installation of cabinet and countertops, and a final inspection at the completion of renovation work, at which time a punch list shall be compiled and issued to the contractor and the authority. Any follow-up inspection request from the authority thereafter shall be considered as "Additional Services" and to be paid on a per apartment basis for each visit.

The A/E firms, licensed to conduct business in the State of New Jersey with a minimum of seven (7) years of experience in similar work and possess professional liability insurance, are invited to submit proposals. All proposals will be evaluated with the evaluation criteria enclosed in the proposal package. A pre-proposal meeting will be scheduled at 10:00 AM on June 6 in the administrative office, located at 510 East Front Street, Plainfield, NJ. All proposals with one original and two copies are due at 11:00 A.M., June 27, 2023, in the administrative office.

All submissions are required to comply with PL.1795.127, affirmative action and equal employment opportunity laws in accordance with the applicable state and federal regulations.

Randall Wood, Executive Director