

**(DATE)**

**(ARCHITECTURAL/ENGINEERING FIRM)  
(NAME)  
(ADDRESS)  
(CITY), (STATE) (ZIP)**

Dear **(PERSON)**:

This letter is to request that you submit a proposal to provide Architectural/Engineering services for the modernization and rehabilitation of the **(HOUSING AUTHORITY NAME)**'s **(PHA INITIALS)** two public housing projects. (Identified by project numbers WI39-P**XXX-XXX** and WI39-P**XXX-XXX**.) This work will be Federally funded through the Department of Housing and Urban Development's Capital Fund Program (CFP).

The Architectural/Engineering Firm contracted shall be responsible for the following:

1. Adhere to timetable already set forth in the HUD approved Project Implementation Schedule.
2. Provide construction documents for required Work Items.
3. Prepare bidding documents for required Work Items.
4. Prepare in-house cost estimates and evaluate construction bids.
5. Prepare and conduct pre-construction meeting to inform contractors of Federal labor standards and equal employment opportunities.
6. Provide general supervision of construction work and approve payments and any work change orders.
7. Certify that construction is being performed in accordance with the construction contract documents.

**\*(ADD/SUBTRACT ITEMS AS YOUR SITUATION DEMANDS.)\***

The Architectural/Engineering Firms shall be ranked and selected by their qualifications, whereby the **(PHA INITIALS)** will evaluate competitors' qualifications and select the most qualified competitor, subject to negotiation of fair and reasonable compensation.

The following evaluation factors will be used in the selection process of the Architectural/Engineering Firm:

**POINTS:**            EVALUATION FACTOR:

- |       |  |
|-------|--|
| _____ | 1. Evidence of the Architect/Engineer's or Firm's ability to perform the work as indicated by profiles of the principals and staff's professional and technical competence and experience. |
| _____ | 2. Capability to provide professional services in a timely manner.   |

- \_\_\_ 3. Evidence that where design work is involved, the Architect/Engineer is currently registered in the state where the project is located.
- \_\_\_ 4. Past performance in terms of cost control, quality of work, and compliance with performance schedules.
- \_\_\_ 5. Knowledge of local building codes.
- \_\_\_ 6. Certified statement that the Architect/Engineer or Firm is not debarred, suspended or otherwise prohibited from professional practice by any Federal, State or Local Agency.
- \_\_\_ TOTAL POSSIBLE POINTS

**\*(ADD/SUBTRACT ITEMS AS YOUR SITUATION DEMANDS.)\***

All of the following Work Items are to be designed and put out to bid and contracted:

PROJECT W139-PXXX-XXX:

WORK ITEM NUMBER:

DESCRIPTION:

Replace siding, wrap fascia and soffits.

Remodel kitchens to Section 504 handicapped standards.

Administration office handicap access.

Additional storage area, maintenance garage.

If your Firm is interested in providing a proposal for Architectural/Engineering services for the Work Items listed above, please submit your proposal and qualifications by **(TIME)**, **(DATE)** at the office of the **(HOUSING AUTHORITY NAME AND ADDRESS)**, Attention: **(EXECUTIVE DIRECTOR NAME)**, Executive Director.

If you should have any questions, please feel free to call me at **(PHONE NUMBER)**.

Sincerely,

**(EXECUTIVE DIRECTOR NAME)** Executive Director  
(HOUSING AUTHORITY)

HUD Review of A-E Contracts:

HUD needs the RFP and the proposed contract to be able to review and complete our approval.

But, FYI, the established threshold for an Architects contract is set at \$10,000 for all of our small HAs for the CFP program. If the anticipated contract is less than that threshold, we won't have to approve it. The actual language for the applicable 968.135 regulation is as follows:

In addition to the requirements specified in 24 CFR parts 5, 85, and 965, subpart A, and §968.110(e), the following provisions apply:

(a) Architect/engineer and other professional services contracts. For CIAP only and notwithstanding 24 CFR 85.36(g), a PHA shall comply with the following HUD requirements:

(1) Where the proposed contract amount exceeds the HUD-established threshold, submit the contract for prior HUD approval before execution or issuance; or

(2) Where the proposed contract amount does not exceed the HUD-established threshold, certify that the scope of work is consistent with the originally approved modernization program, and that the amount is appropriate and does not result in the total HUD-approved CIAP budget being exceeded.

According to HQ, these are still applicable until the final CFP regs are issued. So you can let us know if you will be sending it for our review.