



## REQUEST FOR PROPOSALS (RFP) FOR ARCHITECTURAL / ENGINEERING SERVICES

The Housing Authority of Elgin is requesting proposals from interested Professionals to perform Architectural and Engineering Services for the location of Central Park Towers, 120 S. State St. Elgin, IL, 60123.

Services will be contracted with the Architect for the design of Central Park Towers scope of work, oversee the completion of tuck pointing as regulated by the HUD-9250 Authorization of Funds, and the assessment of any other structural damage/tuck-pointing needed to the 11 Story Highrise Apartment Complex.

Your sealed proposal should address the following evaluation factors:

1. Professional Qualifications
2. Professional Experience
3. Project Specific Staffing and Organization
4. Quality of Work
5. Timeliness of Work and Compliance with Schedules
6. Conformance to Budgets
7. Knowledge of City Codes and Standards
8. Knowledge of HUD Regulations and Modernization Standards
9. Knowledge of Multifamily Operations
10. Current User Satisfaction
11. Proximity
12. Price (Firm Fixed, With All Cost to HA Included)
13. W-9 and Proof of Insurance

### Scope of Work for Central Park Towers Architect:

Write specifications and prepare a Scope of Work for tuck pointing located at Central Park Towers. Oversee completion of tuck pointing project with contractors at Central Park Towers. Assessment of any other structural damage or tuckpointing needed in addition to previously noted repairs needed at Central Park Towers.

Total Estimated Budget: TBD

The Professional will be required to be registered in the State of Illinois and will be required to certify that they are not De-Barred, suspended, or otherwise prohibited from professional practice by any Local, State, or Federal Agency. Proof of Insurance and W-9, will be requested.

Each firm submitting a proposal will be notified of the results no later than 2 weeks after receiving the Request for Proposal.

Proposals must be received no later than 2:00 PM, prevailing time, on ~~September 19th~~, 2022 and must be addressed to:

Martell Armstrong, Executive Director  
The Housing Authority of Elgin  
130 S. State St.  
Elgin, IL. 60123

The Housing Authority reserves the right to reject any and all proposals and to waive any irregularities in the proposal process. The Housing Authority is an Equal Opportunity Employer

If there are any questions, you may contact Michelle Detert at The Housing Authority of Elgin, Phone Number (847)608-4408.

Signed,

*Michelle T. Detert*  
Housing Operations Coordinator