

# REQUEST FOR PROPOSALS

Architectural/Engineering Services



Proposals due by: Tuesday, June 9<sup>th</sup>, 2026

Secaucus Housing Authority  
700 County Avenue  
Secaucus, New Jersey 07094  
201 867-2957

## REQUEST FOR PROPOSALS

The Housing Authority of the Town of Secaucus, New Jersey will accept proposals for Architectural/Engineering services for preparation of public bidding documents. All services must comply with state and local laws and be in accordance with the existing rules, orders, directives, regulations and handbooks promulgated by the United States Department of Housing and Urban Development.

The improvements will be undertaken with funds allocated under the Capital Fund Program.

The services that are requested will be as follows and pertain to the interior painting of the Kroll Heights senior citizen project located at 700 County Avenue, Secaucus, New Jersey (5 story elevator building with 75 units):

- 1) Prepare plans and specifications to publicly bid the interior painting of 700 County Avenue
- 2) Prepare schematic design documents within 30 days of execution of the A/E contract for the following services:

### **ELMS-777 5<sup>th</sup> Street (100 Units-25 0 Bdr & 75 1 Bdsr)**

#### FLOORING

- a) Replace Common area flooring

#### PAINTING

- a) All Common Areas (corridors, stairwells, Community Room/Kitchen, bathrooms, Laundry Room, etc.)
- b) Paint all apartments
- c) Stairwells
- d) All exterior doors & railings

PAVING

- a) Mill, repave & restripe parking lot
- b) Reset drains where necessary
- c) Patch Curbing where necessary

**KROLL HEIGHTS-700 County Avenue (75 Units-19 0 Bdr & 56 1 Bdr)**

FLOORING

- a) Replace Common area flooring
- b) Replace Apartment flooring (carpeted units only)

PAINTING

- a) All Common Areas (corridors, stairwells, Community Room/Kitchen, bathrooms, Laundry Room, etc.)
- b) Paint all apartments
- c) Stairwells

All exterior doors & railings

PAVING

- a) Mill, repave & restripe parking lot
- b) Reset drains where necessary
- c) Patch curbing where necessary

**R. IMPREVEDUTO TOWERS-600 County Avenue (100 units-100 1 Bdr)**

FLOORING

- a) Replace Common area flooring
- b) Replace Apartment flooring (carpeted units only)

BUILDING EXTERIOR

Building façade

- a) Re-stucco all exterior panels
- b) Re-caulk all windows, doors & joints
- c) Paint exterior masonry block

**SHA OFFICE-700 County Avenue**

PAINTING

- a) Paint the offices

FLOORING

- a) Replace office carpet with laminate flooring

- 3) All paint colors & flooring to be selected and approved by the Housing Authority. Prepare a color board for common areas & offices.
- 4) Prepare a pre-bid estimate for review and approval by the Housing Authority.
- 5) Prepare completed plans and specifications within 60 days of executing the A/E contract. The documents must be submitted and approved by the Authority prior to issuance of the bidding advertisement.
- 6) Attend meetings of the Authority's Board of Commissioners and meetings with Authority staff which are relevant to the completion of this project.
- 7) Assist the Authority in reviewing bids submitted in response to the bidding documents and make a recommendation to the Board of Commissioners on the lowest responsible bidder (including checking on the contractor's references).
- 8) Conduct a pre-construction meeting with the contractor(s), at the project site, in order to review and discuss all obligations of the contractor, the architect and the Housing Authority.
- 9) Supervise the construction work in order to ensure that it is being completed in a satisfactory manner and in accordance with the contract documents, codes and applicable regulatory agencies.

- 10) Review and approve all required submittals.
- 11) Conduct weekly job meetings, on site, in order to review progress and the quality of the work (maintain job meeting minutes).
- 12) Review and approve requisitions and change-orders submitted by the contractor.
- 13) Assist in closing-out the project in accordance with the applicable program regulations and contract documents.
- 14) Provide all services as specified in the Authority's standard form of A/E contract.

Qualifications:

- 1) Must be licensed in the State of New Jersey to provide architectural/engineering services.
- 2) Must be approvable by the United States Department of Housing and Urban Development to provide these services.
- 3) Should have previous experience providing these services on a similar scale.

Proposal Submission:

All persons interested in submitting a proposal for the architectural/engineering services should submit a proposal based upon a flat fee. The following items should be included in the proposal:

- 1) Proposal Submission Sheet;
- 2) Listing of similar projects that the firm has previously completed;
- 3) Listing of references;
- 4) Evidence that the firm is licensed in the State of New

Jersey;

5) An insurance certificate indicating that the firm has professional liability insurance.

6) Certification that the neither the firm nor any of the principals have been suspended or debarred from participation in HUD Programs.

7) New Jersey Business Registration form

8) Statement of Ownership Disclosure

9) Non-Collusive Affidavit

One (1) original & three (3) copies of the proposal should be delivered to the Housing Authority of the Town of Secaucus, 700 County Avenue, Secaucus, New Jersey by 10:00 A.M. on or before June 9, 2026. The envelope should be sealed and marked as follows: "Proposal for A/E Services."

The Housing Authority will evaluate all proposals according to its "Competitive Proposal Evaluation System." All quotes for A/E services should be submitted on the required proposal submission sheet. This sheet should be the first page of your proposal.

This Request for Proposals is being solicited as a Fair and Open solicitation in accordance the New Jersey "Pay to Play" laws.

WILLIAM F. SNYDER  
Interim Executive Director

Secaucus Housing Authority  
777-5th Street  
Secaucus, New Jersey  
07094

A/E Services  
Carper Replacement

PROPOSAL SUBMISSION SHEET

- 1) Name/Address of Firm:
  
- 2) Telephone Number:
  
- 3) Contact Person:
  
- 4) Amount of Fee:
  
- 5) Amount of any expected reimbursables:
  
- 6) Number of Calendar days required to complete bidding documents, after execution of an A/E Contract:  
\_\_\_\_\_ Days.
  
- 7) Other:



CERTIFICATION  
Suspension & Debarment Form

Date: \_\_\_\_\_  
Name of Firm: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone #: \_\_\_\_\_

I, \_\_\_\_\_ (name), duly appointed \_\_\_\_\_  
(position) of the \_\_\_\_\_  
(name of firm) do hereby certify that I, nor any of principals of  
our firm are suspended or debarred from doing business with the  
U.S. Department of Housing & Urban Development.

\_\_\_\_\_  
(signature)

\_\_\_\_\_  
(print name)

Date: \_\_\_\_\_

Legal Advertisement

**REQUEST FOR PROPOSALS**

The Housing Authority of the Town of Secaucus, New Jersey will accept proposals for the following services:

"Architectural/Engineering Services"

It is the Housing Authority's desire to retain a duly qualified, competent and capable architect/Engineer to prepare public bidding documents to make various improvement at 3 locations and as defined in the Request for Proposals. All services must be in accordance with the existing laws, rules, orders, directives and regulations governing these services.

All persons interested in submitting a proposal for the A/E services may obtain a copy on the Housing Authority's website at [secaucusha.org](http://secaucusha.org). The RFP specifies the scope of the services and the requirements for submitting proposals.

All proposals must be submitted the office of the Housing Authority of the Town of Secaucus, 700 County Avenue, Secaucus, New Jersey on or before Tuesday, June 9th, 2026 by 10:00 AM.

The Housing Authority reserves the right to reject any and all proposals received for these services. It also reserves the right to terminate the vendor, for convenience, at any time during the term of the contract.

This contract is being solicited through a fair and open process in accordance with NJSA 19:44A-20 et seq

WILLIAM F. SNYDER  
Interim Executive Director

Date: 4/20/26

**STATEMENT OF OWNERSHIP DISCLOSURE**

N.J.S.A. 52:25-24.2 (P.L. 1977, c.33, as amended by P.L. 2016, c.43)

This statement shall be completed, certified to, and included with all bid and proposal submissions. Failure to submit the required information is cause for automatic rejection of the bid or proposal.

**Name of Organization:** \_\_\_\_\_

**Organization Address:** \_\_\_\_\_

**Part I Check the box that represents the type of business organization:**

- Sole Proprietorship (skip Parts II and III, execute certification in Part IV)
- Non-Profit Corporation (skip Parts II and III, execute certification in Part IV)
- For-Profit Corporation (any type)     Limited Liability Company (LLC)
- Partnership         Limited Partnership         Limited Liability Partnership (LLP)
- Other (be specific): \_\_\_\_\_

**Part II**

The list below contains the names and addresses of all stockholders in the corporation who own 10 percent or more of its stock, of any class, or of all individual partners in the partnership who own a 10 percent or greater interest therein, or of all members in the limited liability company who own a 10 percent or greater interest therein, as the case may be. **(COMPLETE THE LIST BELOW IN THIS SECTION)**

**OR**

No one stockholder in the corporation owns 10 percent or more of its stock, of any class, or no individual partner in the partnership owns a 10 percent or greater interest therein, or no member in the limited liability company owns a 10 percent or greater interest therein, as the case may be. **(SKIP TO PART IV)**

(Please attach additional sheets if more space is needed):

Name of Individual or Business Entity	Address

**Part III DISCLOSURE OF 10% OR GREATER OWNERSHIP IN THE STOCKHOLDERS, PARTNERS OR LLC MEMBERS LISTED IN PART II**

If a bidder has a direct or indirect parent entity which is publicly traded, and any person holds a 10 percent or greater beneficial interest in the publicly traded parent entity as of the last annual federal Security and Exchange Commission (SEC) or foreign equivalent filing, ownership disclosure can be met by providing links to the website(s) containing the last annual filing(s) with the federal Securities and Exchange Commission (or foreign equivalent) that contain the name and address of each person holding a 10% or greater beneficial interest in the publicly traded parent entity, along with the relevant page numbers of the filing(s) that contain the information on each such person. **Attach additional sheets if more space is needed.**

Website (URL) containing the last annual SEC (or foreign equivalent) filing	Page #'s

**Please list** the names and addresses of each stockholder, partner or member owning a 10 percent or greater interest in any corresponding corporation, partnership and/or limited liability company (LLC) listed in Part II **other than for any publicly traded parent entities referenced above.** The disclosure shall be continued until names and addresses of every noncorporate stockholder, and individual partner, and member exceeding the 10 percent ownership criteria established pursuant to N.J.S.A. 52:25-24.2 has been listed. **Attach additional sheets if more space is needed.**

Stockholder/Partner/Member and Corresponding Entity Listed in Part II	Address

**Part IV Certification**

I, being duly sworn upon my oath, hereby represent that the foregoing information and any attachments thereto to the best of my knowledge are true and complete. I acknowledge: that I am authorized to execute this certification on behalf of the bidder/proposer; that the **<name of contracting unit>** is relying on the information contained herein and that I am under a continuing obligation from the date of this certification through the completion of any contracts with **<type of contracting unit>** to notify the **<type of contracting unit>** in writing of any changes to the information contained herein; that I am aware that it is a criminal offense to make a false statement or misrepresentation in this certification, and if I do so, I am subject to criminal prosecution under the law and that it will constitute a material breach of my agreement(s) with the, permitting the **<type of contracting unit>** to declare any contract(s) resulting from this certification void and unenforceable.

Full Name (Print):		Title:	
Signature:		Date:	

<b>STANDARD BID DOCUMENT REFERENCE</b>	
	<b>Reference: VII-H</b>
<b>Name of Form:</b>	<b>NON-COLLUSION AFFIDAVIT</b>
<b>Statutory Reference:</b>	No specific statutory reference State Statutory Reference N.J.S.A. 52:34-15
<b>Instructions Reference:</b>	Statutory and Other Requirements VII-H
<b>Description:</b>	The Owner's use of this form is optional. It is used to ensure that the bidder has not participated in any collusion with any other bidder or Owner representative or otherwise taken any action in restraint of free and competitive bidding.

**NON-COLLUSION AFFIDAVIT**

State of New Jersey  
County of \_\_\_\_\_

ss:

I, \_\_\_\_\_ residing in \_\_\_\_\_  
(name of affiant) (name of municipality)  
in the County of \_\_\_\_\_ and State of \_\_\_\_\_ of full age,  
being duly sworn according to law on my oath depose and say that:

I am \_\_\_\_\_ of the firm of \_\_\_\_\_  
(title or position) (name of firm)

\_\_\_\_\_ the bidder making this Proposal for the bid  
entitled \_\_\_\_\_,  
(title of bid proposal)

and that I executed the said proposal with  
full authority to do so that said bidder has not, directly or indirectly entered into any agreement, participated  
in any collusion, or otherwise taken any action in restraint of free, competitive bidding in connection with the  
above named project; and that all statements contained in said proposal and in this affidavit are true and  
correct, and made with full knowledge that the \_\_\_\_\_ relies upon  
the truth of the statements contained in said Proposal  
(name of contracting unit)

and in the statements contained in this affidavit in awarding the contract for the said project.

I further warrant that no person or selling agency has been employed or retained to solicit or secure such  
contract upon an agreement or understanding for a commission, percentage, brokerage, or contingent fee,  
except bona fide employees or bona fide established commercial or selling agencies maintained by

\_\_\_\_\_.

Subscribed and sworn to

before me this day

\_\_\_\_\_  
Signature

\_\_\_\_\_, 2\_\_\_\_\_

\_\_\_\_\_  
(Type or print name of affiant under signature)

\_\_\_\_\_  
Notary public of

My Commission expires \_\_\_\_\_

(Seal)