

ASHEBORO HOUSING AUTHORITY
REQUEST FOR QUALIFICATIONS: INDEFINITE QUANTITY CONTRACT
ARCHITECTURAL/ENGINEERING SERVICES
JULY 14, 2026

Introduction

The Asheboro Housing Authority (AHA) is seeking competitive proposals from qualified Architectural/Engineering companies (A/E) to enter into an Indefinite Quantity Contract. AHA intends to issue an Indefinite Quantity Contract for the period of two years with the **OPTION** of three one-year extensions.

AHA is a public housing authority (PHA) serving the housing needs of lower income residents of the City of Asheboro and Randolph County, North Carolina. Its housing programs include 200 public housing units, 879 Housing Choice Vouchers, 40 New Construction Multifamily units, 50 multifamily LIHTC units and seven market rental units. In addition, AHA manages the day-to-day operations of two non-profit corporations.

Scope of Services

The successful proposer may be required to provide some or all of the services outlined below (list is not all inclusive) during the term of the Indefinite Quantity Contract. *No volume or level of work is guaranteed under the Indefinite Quantity Contract.*

- Design and construction services for projects funded by one or multiple funding sources including but not limited to the Capital Fund Program, Low Rent Public Housing funds, Tax Credits, reserve funds and grants, among others.
- Review or develop costs for the development and management of physical improvements.
- Provide A/E design services.
- Provide construction supervision/site inspection during the construction phase.
- Provide close out or assistance with close out of programs as determined by AHA.
- Examples of contract services may include but are not limited the following: design and engineering services for preparation of plans, specifications, cost estimates, record drawings, review of shop drawings, construction management, assistance with grant applications, energy audits, utility allowances, section 504/ADA assistance, clerk of works, feasibility studies, physical needs assessment, RAD assistance, Physical Needs Assessment form HUD -52832, Tax Credits, property development planning & design and staff training among others. The contract scope may require evaluation and definition of asbestos materials, toxic waste and lead based paint among others.
- Provide service related to RAD and Repositioning.

Under the RFQ process, competitors' qualifications are evaluated and the most qualified competitor is selected, subject to negotiation of fair and reasonable compensation. Price is not used as a selection factor under this method. That being said, during the process of negotiation for fair and reasonable level of compensation will be determined.

Submission

Each Proposer should submit an original and three (3) copies of its Proposal to Asheboro Housing Authority, Attention: Robert Lawler, Executive Director, 338 W. Wainman Avenue, P. O. 609, Asheboro, NC 27204-0609. Proposals will be accepted until 2:00 pm local time July 31, 2026. Any proposals received after the specified time and date will not be considered. In addition, faxed or e-mailed proposals shall not be accepted. **Proposals must be clearly marked “Request for Qualifications: Indefinite Quantity Contract.”**

Inquiries

Inquiries concerning the RFQ should be submitted in writing to the issuing office:

Asheboro Housing Authority
338 W. Wainman Avenue
PO Box 609
Asheboro, North Carolina 27204-0609
Attention: Robert Lawler, Executive Director
(336) 629-4146 extension 207 or rlawler@asheboroha.org

Proposal Format: All proposal information shall be submitted in the following format:

Letter of Transmittal – The transmittal letter shall be addressed to the Contact person listed above and shall include the complete name of the firm or person(s) submitting the proposal, the main office address, primary contact person’s name, title, telephone number, and email and as well as a signature of a representative legally authorized to bind the proposal.

Executive Summary – A summary of the proposal stating the proposer’s understanding of the scope of work, the approach to be used to complete the variety and type of work required, proposer’s people involved, their skill levels and their roles, resources needed from AHA and the amount of time anticipated by AHA management and staff.

Experience – Provide a description of company’s experience relevant to similar services provided to housing authorities and affordable housing agencies and their programs including but not limited to the capital improvements, new construction, renovation/rehabilitation/construction projects, bidding and construction management, HUD regulations including but not limited to procurement and knowledge of PHA’s work activities, architectural design and engineering services for preparation of plans, specifications, cost estimates, record drawings, review of shop drawings, construction management, assistance with grant applications, energy audits, utility allowances, section 504/ADA assistance, clerk of works, feasibility studies, physical needs assessment, RAD assistance, Tax Credits and property development and staff training. The contract scope may require evaluation and definition of asbestos materials, toxic waste and lead based paint. Provide list of staff involved in the project their qualifications, experience and responsibility. Also provide:

- Experience with projects similar to those listed in the scope of services.
- Ability to provide services in a timely manner, including examples of recent projects completed on time and within budget.
- A/E’s record in energy efficiency project design and construction.
- Evidence the A/E is registered and licensed to do business in the State of North Carolina.

References – Provide at least three (3) references of current client’s projects of similar scope with the proposal. Include name, title, and address, and phone number, email of contact person and date of service/contract.

Additional Information – Please provide any other information you feel is important for consideration in our evaluation of proposals.

Required Forms:

- Instructions of Offers Non-Construction: HUD Form 5359-B
- Certification and Representation of Offerors Non-Construction: HUD Form 5369-C
- Model Agreement Form of Agreement: HUD Form 51915

Instructions and Notice for Proposers

General

There is no expressed or implied obligation for the AHA to reimburse firms for any expenses incurred in preparing proposals in response to this request. By submission of a proposal the submitter agrees, if it’s proposal is accepted, to enter into a contract with the AHA to complete all work as specified or indicated in the contract documents for the contract price. The proposers further accept all of the terms and conditions of the RFQ. The proposer consents to personal jurisdiction and venue in a state court of competent jurisdiction in Randolph County, North Carolina. *No volume or level of work is guaranteed under the Indefinite Quantity Contract.*

Proposals should be prepared in accordance with instructions contained within the RFQ and shall remain valid for 90 days. Proposals shall be evaluated by the AHA as stated in the evaluation factors noted in the RFQ. Oral presentations, if deemed necessary by the AHA, will be scheduled at a mutually agreeable date and time. AHA reserves the right to request additional information concerning any and/or all Proposals submitted.

Acknowledgment of Amendments

Proposers shall acknowledge in their proposals receipt of amendment(s) to this RFQ by signing the document on the acknowledgment line of the amendment. A proposer’s failure to acknowledge an amendment may result in rejection of the offer.

Default by Proposer

In the event of default by the successful proposer, AHA may procure the services specified from other sources. The proposer agrees to reimburse AHA for any additional costs incurred as a result of such default.

Awards

AHA reserves the right to cancel this RFQ or to reject, in whole or in part, any and all proposals received in response to this RFQ, upon its determination that such cancellation or rejection is in the best interests of AHA. AHA further reserves the right to waive any minor informality in any proposals received if it is in the public interest to do so. The decision as to who shall receive a

contract award, or whether or not an award shall be made as a result of this RFQ, shall be at the absolute, sole discretion of AHA.

Complete and Accurate Submission

A proposer's failure to provide accurate information in response to this RFQ may disqualify the proposer from further participation in the selection process. A proposal may be corrected, modified, or withdrawn, provided that the correction, modification, or request for withdrawal is made by the proposer in writing and is received at the place of submission prior to the date and time designated in the RFQ for final receipt of proposals. After such date and time, the proposer may not change any provision of its proposal in a manner prejudicial to the interests of AHA and/or fair competition.

Retention

All proposals are the property of the AHA, shall be retained by AHA, and shall not be returned to the proposer.

Insurance

Within ten (10) days after the award of the contract and prior to the commencement of work, the Contractor shall furnish AHA with evidence showing that the following insurance is in force and will cover all operations of the contract:

- Worker's Compensation Insurance – in accordance with state law, for all employees working on the project.
- Commercial General Liability limits not less than \$1,000,000 bodily injury and \$1,000,000 property damage. This insurance should protect the Contractor against claims for personal injury, death, and damage to the property of others. This insurance shall cover the use of all equipment and vehicles on the work site.
- Automobile Liability in limits not less than \$1,000,000 bodily injury and property damage.
- Professional Errors and Omissions Liability: Coverage shall have minimum limits of \$1,000,000 per claim and \$2,000,000 aggregate. For above average exposures, minimum limits of \$5,000,000 both per claim and aggregate.
- AHA is to be included as an additional insured on both the comprehensive general liability and business auto liability policies.

All insurance shall be carried with companies that are financially responsible. If such insurance is due to expire during the contract period, the Contractor shall not permit the coverage to lapse and shall furnish evidence of coverage to AHA.

Evidence of Non-Debarred or Suspended

Certified statement that firm is not debarred, suspended or otherwise prohibited from providing services by a Federal, State or Local agency.

Indemnification

Contractor agrees to protect, defend indemnify and hold AHA, its officers, employees and agents free and harmless from and against any and all losses, penalties, damages, settlements, costs, charges, professional fees or other expenses or liabilities of every kind and character arising out of

or relating to any and all claims, liens, demands, obligations, actions, proceedings, or causes of action of every kind in connection with or arising out of this agreement and/or the performance hereof that are due to the negligence of the contractor, its officers, employees, or agents. The contractor further agrees to investigate, handle, respond to, provide defense for, and defend the same at its sole expense and agrees to bear all other costs and expenses related thereto.

Subcontractors

- Unless otherwise stated within the RFQ documents, the successful bidder may not use any subcontractors to accomplish any portion of the services described within the RFQ documents or the contract without the prior written permission of the AHA.
- The subcontractor shall not enter into any sublet work assigned and contracted through the prime contractor. The prime contractor shall be responsible for the compliance by all subcontractors, including E-Verify. A breach of this compliance may be grounds for termination of the contract and for debarment as a contractor and subcontractor.

Proposal Evaluation Criteria:

All proposals will be evaluated based on the evaluation criteria outlined below. The Evaluation Committee will review all proposals according to the evaluation factors and points and determine which proposals are competitive and which are noncompetitive. Those proposals determined to be competitive will be further evaluated and scored. Under the RFQ process, competitors' qualifications are evaluated and the most qualified competitor is selected, subject to negotiation of fair and reasonable compensation. Price is not used as a selection factor under this method.

1. Experience of the proposer in conducting work of similar scope with an emphasis on PHAs. (30 points).
2. Evidence of the firm's ability to perform the scope of work as indicated by the profiles of the principles and staff's professional and technical competence with HUD: (25 points).
3. Capability to provide professional services in a timely manner including examples of projects completed on time and within budget: (20 points).
4. Demonstrated knowledge of local building codes, city ordinances, zoning restrictions, HUD regulations: (15 points)
5. Quality of references: (10 points).

Evidence firm is registered and licensed to do business in North Carolina: Yes or No.

END