

Date: December 11, 2025
Project Title: Architectural and Engineering Services
TO: A&E Firms
SUBJECT: Request for Qualifications

The Palatka Housing Authority herein solicits Request for Proposals (RFQ) from qualified responsible firms interested in providing architectural and engineering services to PHA in accordance with the requirements of the U.S. Department of Housing and Urban Development (HUD).

Each Proposer should submit an original and three (3) copies of its Proposal to Palatka Housing Authority, Attention: Willie Mae Thomas, Procurement Officer, 400 N. 15th Street, Palatka, FL 32177. **Proposals will be accepted until 12:00 p.m. Eastern Standard Time (EST), Monday, January 12, 2026. A copy of the proposal packets will be available on Thursday, December 11, 2025 for pickup and on the PHA website: www.palatka.org.**

Proposals must be clearly marked – “Request for Proposals – A&E Services”

Any Proposals received after the specified time and date will not be considered. All Proposals must be received and time-date stamped by the PHA receptionist at the address listed above, on or before the above specified time and date. If you choose to mail in your Proposal, it must be mailed return receipt requested and arrive by the specified time, regardless of the postmark date. THERE WILL BE NO EXCEPTIONS.

Proposals submitted via electronic mail will be counted received using the date/time stamp of the email. All electronic proposals must be complete to be accepted. Proposals should be emailed to wmthomas@palatka.org.

By submission of a Proposal the Contractor agrees, if its Proposal is accepted, to enter into a contract with the Housing Authority to complete all work as specified or indicated in the contract documents for the contract price and within the contract time indicated in the attached RFQ. The Proposers further accept all of the terms and conditions of the RFQ.

Proposals should be prepared in accordance with instructions contained within the RFQ and should remain valid for 90 days. PHA will not be liable for any costs incurred in the preparation of proposals. Proposals shall be evaluated by PHA as stated in the evaluation factors noted in the RFQ. NOTE: PHA reserves the right to reject any or all proposals if such action is in the best interest of the Housing Authority and to waive any and all informalities and minor irregularities. PHA reserves the right to cancel this solicitation for any reason it deems is in the best interest of the agency.

Questions regarding the attached RFQ should be directed to Ms. Willie Mae Thomas, Procurement Officer, at (386) 530-2360 ext. 215 or wmthomas@palatka.org.

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REQUEST FOR PROPOSALS
A&E SERVICES

NOTICE OF INTENT TO RECEIVE PROPOSALS

In accordance with the U.S. Department of Housing and Urban Development (HUD) Handbook 7485.3 and other applicable laws, the Palatka Housing Authority (PHA) formally requests competitive proposals from licensed, qualified, responsible firms interested in providing Architectural/Engineering services to PHA.

SECTION A

Background

The Palatka Housing Authority located at 400 North 15th Street, Palatka, FL 32177 is a public housing authority created pursuant to the Florida Statutes Chapter 421. It manages and maintains low rent public housing within the city of Palatka, Florida and provides affordable housing through its Housing Choice Voucher Program and its affiliate Palatka Housing and Development Corporation.

The Palatka Housing Authority (PHA) is subsidized by the Federal Department of Housing and Urban Development and is governed by a five-member Board of Commissioners appointed by the mayor, and approved by Palatka City Council.

The purpose of the Housing Authority is to provide housing for low-income residents at moderate rental rates. To accomplish this objective, there are eight public housing properties totaling 484 units throughout the City limits.

A-1 Type of Contract

The Palatka Housing Authority contemplates the award of a firm fixed price contract resulting from this solicitation. The term of this contract shall be three (3) years from date of award. This contract may be renewed for additional 2 one-year periods by mutual consent of both parties. The contract will be subject to termination upon thirty (30) days advance notice by either party. In the event that the Proposer to which the contract is awarded does not execute a contract within thirty (30) days after such award, PHA may give notice to such Proposer of intent to award the contract to the next ranked Proposer or to call for new proposals.

SECTION B

B-1 Scope of A & E Services Required

The selected A/E shall furnish all expertise, labor and resources for complete design and construction period services for any project as may be needed by the Authority. The following generally highlights the services that the A/E will be required to perform:

- A. Refine, clarify, and define the Agency's project description, data, and requirements as necessary to develop a schematic design of the project which meets the Agency's requirements. Respond to all comments and resolve outstanding design issues at the various phases by taking appropriate action in the design of the project.
- B. Provide complete construction contract documents with professional seals and signatures in accordance with City of Palatka, Putnam County and State of Florida.
- C. Assure that the construction contract documents are in conformance with generally accepted architectural and engineering practices and comply fully with all applicable codes and regulations.
- D. Provide specifications which reflect current requirements, standards and product availability.
- E. Prepare A/E cost estimates for the project.
- F. Represent the Housing Authority by presenting necessary oral and/or graphic presentations to the City of Palatka or Putnam County.
- G. Complete all forms and documents in formats required.
- H. Provide services to assist the Housing Authority in the bidding and award of the construction contract.
- I. Provide services for the construction phase, as required for the administration of the contract.

B-2 Questions and Additional Information

Any **questions** pertaining to this RFQ may be emailed to wmthomas@palatkaha.org or they may be in writing and directed and addressed to Palatka Housing Authority, 400 N. 15th Street, Palatka, FL 32177 no later than **Tuesday, January 6, 2026**. Copies of all inquiries and PHA responses will be provided to all proposers who received a copy of

this RFQ from PHA no later than five days prior to the Proposal submission date. Responses will be provided via email to the address provided.

Copies of any written addenda to this RFQ will be provided to all proposers who receive a copy of this RFQ from PHA no later than five days prior to the Proposal submission date, and all such addenda shall become part of this RFQ.

SECTION C

C-1 Proposal Requirements

- A. Proposals shall be signed by an authorized representative of the A/E. By submitting a proposal, the proposer certifies that all information provided in response to this RFQ is true and accurate. Failure to provide information required by the RFQ will ultimately result in rejection of the proposal.
- B. Proposals should be prepared simply and economically, providing a straightforward, concise description of the A/E's capabilities for satisfying the requirements of the RFQ. Emphasis should be on completeness and clarity of content.
- C. All documentation must be submitted with the proposal; and brochures and other representations beyond those sufficient for presenting a complete and effective proposal are neither required nor desired.
- D. Forms that must be included in the submittal:
 - a. HUD-5369-A Representations, Certifications, and Other Statements of Bidders Public and Indian Housing Programs.
 - b. Non-collusive Affidavit
 - c. Florida Statutes on Public Entity Crimes
 - d. Certification Regarding Drug-Free Workplace Requirements
 - e. Section 3 Business Concerns

C-2 Evaluation Criteria

The following criteria will be used to evaluate RFQ responses as described below. Specific evaluation criteria to evaluate the technical qualifications of each proposer and their degree of importance/relative weight are as follows:

1. Evidence of the A&E's ability to perform the work.
 - a) Qualifications of principals and staff to be assigned. Education, including continuing education courses taken during the past three years, position in

- firm, and years and types of experience will be considered. This will be determined from the resumes submitted (20%)
- b) General direction and supervision to be exercised over A&E team by the firm's management personnel (15%)
- 2. Ability to provide professional services in a timely manner (5%)
 - 3. Evidence where design work is involved, the architect/engineer is currently registered in the State of Florida. (10%)
 - 4. Past Performance
 - a) In terms of cost control (10%)
 - b) Quality of work (10%)
 - c) Compliance with performance schedules (5%)
 - 5. Knowledge of local building codes (5%)
 - 6. Certified statements that the A&E firm is not debarred, suspended, or otherwise prohibited from professional services by any Federal, State, or local agency (10%)
 - 7. Evidence that the firm presently maintains Errors and Omissions insurance sufficient to cover the work performed under the contract (10%)

C-3 Due Date of Proposal

Hard copy Proposals are due at the Housing Authority office by **12:00 p.m. Eastern Standard Time (EST) by Monday, January 12, 2026** mailed or delivered to the attention of:

Palatka Housing Authority
Attn: Willie Mae Thomas, Procurement Officer
Palatka Housing Authority
400 N. 15th Street
Palatka, FL 32177

Electronic proposals may be emailed to wmmthomas@palatkaha.org and must be received by **12:00 p.m. Eastern Standard Time (EST) by Monday, January 12, 2026.**

The Chief Executive Officer (CEO) shall make a recommendation to the Board of Commissioners. The Board of Commissioners will make the final selection of the firm to be awarded the contract. A contract will be awarded to the Proposer whose proposal best meets the needs and requirements of PHA for the best value. Failure to meet the threshold requirements may result in rejection of the proposal. An interview with finalists may or may not be required at the discretion of PHA. All Proposers, or only Proposers who fall within the competitive range, may or may not be interviewed.

PHA shall review proposals on the basis of qualifications, technical merit, and cost using the weighted criteria described above. Following is a summary of weighted selection criteria:

SELECTION CRITERIA	TOTAL POINTS
Qualifications of firm/personnel A. Principals/Staff (20%) B. Management Personnel (15%)	35
Ability to provide professional services in a timely manner	5
Currently registered in State of Florida (design work)	10
Past Performance A. Cost Control (10%) B. Quality of Work (10%) C. Compliance w/performance schedules (5%)	25
Knowledge of local building codes	5
Certified Statements A. Firm not debarred, suspended etc.	10
Firm maintains Errors and Omissions insurance	10
Total	100

C-4 Time for Receiving Proposals

Proposals received prior to the due date and time will be secured and kept unopened. No Proposal received thereafter will be considered. Proposals are not publicly read or opened and once submitted, Proposals become the property of PHA.

C-5 Negotiations and Award

Unless there is no need for negotiations with any of the Proposers, negotiations shall be conducted with Proposers who submit proposals determined to have a reasonable chance of being selected for award, based on evaluation of qualifications, price, and other factors considered most advantageous to PHA. Such Proposers shall be accorded fair and equal treatment with respect to any opportunity for negotiation and revision of proposals. The purpose of negotiations shall be to seek clarification with regard to and advise Proposers of the deficiencies in both the technical and price aspects of their proposals so as to assure full understanding of and conformance to the solicitation requirements. No Proposer shall be provided information about any other Proposer's proposal, and no Proposer shall be assisted in bringing its proposal up to the level of any other proposal. Proposers shall not be directed to reduce their proposed prices to a specific amount in order to be considered for award; however, best and final offers may be requested. PHA reserves the right to request additional information concerning any and/or all proposals

submitted. A common deadline shall be established for receipt of proposal revisions based on negotiations.

After evaluation of proposal revisions, if any, the contract shall be awarded to the responsible firm whose qualifications, price and other factors considered, are the most advantageous to PHA. Otherwise, negotiations with the Proposer ranked first shall be formally terminated and negotiations conducted with the Proposer ranked second, and so on, until a contract can be negotiated at a fair and reasonable fee. Should the Agency determine in writing and in its sole discretion that only one proposer is fully qualified, or that one offer is clearly more highly qualified and suitable than the others under consideration, a contract may be negotiated and awarded to the Proposer. PHA may at its discretion, contract with more than one firm.

SECTION D

D-1 Instructions to Proposers

See Exhibit A, HUD Form 51915, Model Form of Agreement Between Owner and Design Professional.

SECTION E

E-1 Required Certifications

See Exhibit C, Form HUD 5369-C, Certifications and Representations of Offerors Non-Construction Contract

E-2 Acceptance of Proposals

Proposals must be signed, sealed and received in completed form at Palatka Housing Authority located at 400 North 15th Street, Palatka, FL 32177, attention: Willie Mae Thomas, Procurement Officer no later than the proposal submission time and date. Unsealed Proposals will not be accepted. Proposals submitted after the designated date and hour will not be accepted for any reason and will be returned unopened to the proposer.

Electronic proposals must be received no later than the proposal submission time and date. Complete electronic packages may be emailed to wmthomas@palatkaha.org.

PHA reserves the right to accept or reject any or all Proposals, issue addenda, take exception to these RFQ specifications or to waive any formalities. Proposer may be excluded from further consideration for failure to fully comply with the requirements of this RFQ.

E-3 Confidential Material

Any material submitted by a Proposer that is to be considered as confidential must be clearly marked as such.

E-4 Withdrawal of Proposals

Proposal may be withdrawn on signed written or telegraphic (faxes) request dispatched by the proposer in time for delivery in the normal course of business prior to the time fixed for receipt, provided that written confirmation of any telegraphic withdrawal over the signature of the proposer is placed in the mail and postmarked prior to the time set for Proposal opening. Negligence on the part of the proposer in preparing its Proposal confers no right of withdrawal or modification of its Proposal after the due date and time.

E-5 Incurring Costs

PHA is not liable for any costs incurred by any Proposer prior to issuance of a Notice to Proceed. In general, no pre-contract costs will be paid to the successful Proposer.

All costs incurred in the preparation and presentation of Proposal shall be wholly borne by each Proposer. All supporting documentation and manuals submitted with each Proposal will become the property of PHA unless otherwise indicated by the Proposer at the time of submission.

E-6 Ineligible Contractors

PHA is prohibited from making any awards to contractors or accepting as subcontractors any individuals or firms that are on the GSA list of parties Excluded from Federal Procurement and Non-procurement Programs.

SECTION F

F-1 Submission Requirements

Proposals are to be submitted in two parts: 1) Technical/Management, 2) Cost. Proposers shall submit proposals incorporating the following elements:

1. The name of the Proposer, the location of the principal place of business.
2. A response to the evaluation factors as listed in Section C including:
 - a. The abilities qualifications and experience of all persons who would be assigned to provide the required services.

- b. A listing of other contracts entered into in the last five (5) years under which similar services were provided, with contact names and telephone numbers of comparable clients.
- c. A complete cost proposal and/or fee schedule. Cost proposals/fee schedules shall include all direct and indirect costs, including profit and overhead. The cost proposal should be based upon each of the work requirements as contained in this document. Cost proposals are subject to negotiation, and will be based upon the Statement of Work described in Section D herein.

Alterations to the proposal, or the terms and conditions in this RFQ shall be grounds for rejecting the entire proposal. Late proposals shall not be accepted for ANY reason.

The RFQ, as a general requirement, specifies that all work be performed in accordance with professional standards, HUD regulations and criteria, local codes, regulation ordinances, and statutes. It is PHA's full expectation and it will be a contractual requirement that the successful respondent fully and routinely meet this requirement. Therefore, PHA will carefully monitor and audit performance to ensure such performance.