

Housing Authority of the City of Frostburg

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Request for Qualifications Architectural/Engineering Services

Introduction

The Housing Authority of the City of Frostburg is a Maryland-chartered Public Housing Authority that administers 100 units of Public Housing. The property is divided into two sections. Development 1, built in 1960 and occupied in 1962, comprises twenty-five brick-and-mortar duplex homes, nineteen of which are two-story residences. There are 12 one-bedroom, 22 two-bedroom, 14 three-bedroom, and 4 four-bedroom units. Development 2, built in 1965 and occupied in 1967, comprises 12 one-story, brick-and-mortar quadraplexes and 1 duplex, providing housing for 25 studio and 25 one-bedroom units. The property is also comprised of four storage buildings providing an individual storage shed per unit, a two-story building housing the Community Center, a Laundry Center located on the ground level, and one administrative building housing the maintenance shop and administrative offices.

The Housing Authority has maintained the HUD High Performer rating status for the last twenty-plus consecutive years. The Housing Authority has experienced excellent results from previous audits with unqualified auditor opinions rendered on the financial statements and compliance with Federal laws and regulations, contracts and grants. There has been no identification of audit findings, recommendations, etc. noted in the audits.

Request

The Housing Authority is requesting proposals from qualified Architectural/ Engineering firms to provide a broad range of services outlined in the Scope of Work below for a 12-month period beginning on April 1, 2026 and ending on March 31, 2027 with an additional two one-year option periods ending on March 31, 2028 and March 31, 2029 respectively.

Scope of Work

Architecture/ Engineering services provided to the Housing Authority would include, but are not limited to, as outlined in the form HUD-51915:

- A. Services
 - a. Schematic Design/ Study Phase

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- b. Design Development Phase
 - c. Bidding, Construction and Contract Document Phase
 - d. Bidding and Award Phase
 - e. Construction Phase
 - f. Post Completion/Warranty Phase
 - g. Attendance in-person or virtually for regular construction meetings as scheduled between the Design Professional and Executive Director.
- B. Proposed projects as outlined in the approved Capital Fund 5-Year Plan
- a. Bathroom Renovations in Development 2: Modernization and Accessibility
 - b. Bathroom Renovations in Development 1: Modernization
 - c. Landscaping in Development 2: Erosion Prevention
 - d. Physical Needs Assessment: Last completed in 2018

Proposal Contents

Proposals shall include the following information:

1. Firm's legal name, physical address, and telephone number
2. Number of employees by title
3. History of the firm
4. Experience with HUD Housing Programs and/or landlord/tenant relations
5. Name of Design Professional who will be providing services and their experience with Public Housing and other HUD Programs, and advising the Executive Director
6. Proposed Fee Structure
7. Certification that the firm is not debarred, suspended, or otherwise prohibited from professional practice by any Federal, State, or local agency and is currently registered in the State of Maryland.
8. Minimum of three references whose firm has provided similar services.

Selection Process

Procedures for the selection of the successful firm will be qualification- and price-based, whereby the Housing Authority of the City of Frostburg evaluates the firms on the factors listed below. The highest-ranked firm shall be invited to meet with Frostburg Housing to allow for evaluation and modification of the proposal, if necessary. If Frostburg Housing fails to reach an agreement with the highest-ranked firm, Frostburg Housing shall follow the same procedure with the next-highest-ranked firm, and so on, until an agreement is reached.

Evaluation Factors (100 total maximum points)

1. Experience of the firm related to HUD Capital Fund Programs (30 points)
2. Experience of the firm related to Public Housing Programs (20 points)
3. Experience of the Design Professional assigned to provide services (20 points)
4. Firm's cost (30 points)

Frostburg Housing retains the right to reject any or all proposals. Frostburg Housing is an Equal Opportunity Employer.

Contact

If you have any questions regarding this Request for Qualifications or the services to be performed, please contact Ashley Lane, Executive Director at 301-689-9700, or alane@frostburghousing.org

Proposal Submission

Proposals shall be submitted via email to admin@frostburghousing.org, subject line: "Proposal for Architecture/ Engineering Services". Proposals are due by **2:00 p.m. on 3/28/2026**, via email or via delivery at the Frostburg Housing Office, 101 Meshach Frost Village, Frostburg, MD 21532.