WARREN HOUSING AUTHORITY

Request for Qualifications

Architectural & Engineering Services

Specifications

Qualification Opening: December 2, 2026, at 10:00am

Qualification Opening Location:

Warren Housing Authority

20 Libby Lane, Warren, RI 02885

Contact:

Virginia Dutra

Executive Director

401-245-7019 ext. 11

WARREN HOUSING AUTHORITY

Request for Qualifications

Architectural & Engineering Services

Notice is hereby given that, Warren Housing Authority, Warren, Rhode Island hereinafter called the "Owner" or "WHA", will receive sealed submissions from qualified firms for Architectural & Engineering Services at the Warren Housing Authority, Warren, Rhode Island.

Interested parties should respond with a letter of interest, demonstration of the understanding of the Capital Fund Program, evidence of the firm's ability to perform work in a timely manner, past performance, knowledge of local building codes, profiles of the firm's principles, staff and facilities that would be assigned to the project and proof that the Architect is not debarred and is registered or licensed to perform required services in the State of Rhode Island. Technical evaluation factors for ranking will be based on the above.

The Professional Services requested may include planning and consultation as related to the development of bid documents, supervision services during the contracted work and other services related to contract management of proposed work for the Warren Housing Authority.

Interested parties are invited to submit Qualifications in sealed envelopes labeled "**Architectural & Engineering Services**". The sealed qualifications shall be delivered before 10:00AM, local time, on Wednesday, December 2, 2026, to the Warren Housing Authority, at which time the bids will be opened publicly. Qualifications received after the above time will not be accepted. Warren Housing Authority reserves the right to reject any or all qualifications.

Sealed proposals may be submitted via USPS mail or via the Document Drop-Box located in the Main Office vestibule at 20 Libby Lane, Warren, RI.

Proposal specifications will be available on or after November 18, 2026 on Warren Housing Authority's website https://www.warrenhousing.org/request-for-proposal-opportunities/ or by email request to Virginia Dutra, Executive Director, at vdutra@warrenhousing.org.

Individuals requesting interpreter services for the hearing impaired must notify the Warren Housing Authority at (401) 245-7019 seventy-two (72) hours prior to the bid opening.

"Warren Housing Authority is an Equal Employment Opportunity/Affirmative Action Employer"

Virginia Dutra
Executive Director

Warren Times Gazette: November 18, 2026
State of Rhode Island: Division of Purchases
Solicitation Number: 20261118
Warren Housing Authority Website: Opportunities November 18, 2026

WARREN HOUSING AUTHORITY

Request for Qualifications
Architectural & Engineering Services

The Warren Housing Authority is accepting qualifications from Architectural & Engineering Firms for services of all programs for the three (3) to five (5) years

These services are to be conducted in accordance with the Department of Housing and Urban Development Regulation Handbooks.

Programs requiring services include:

1. Federal Conventional Housing consisting of 153 units.
2. Federal Leased Housing (Certificate, Voucher and Mod Rehab) comprised of the following:
   Section 8 Housing Choice Vouchers. Total of 224 Vouchers can be issued
3. Various Federal Modernization Projects under the Capital Fund Program.
4. Special short-term grants or programs may arise on a per diem basis which will require attention.

Proposals must include all programs which are delineated above. An hourly rate must also be provided for any additional work.

SCOPE OF SERVICES

The Firm shall perform all necessary services required by the Housing Authority in connection with the above programs which shall include but not be limited to the following:

- Develop design concepts
- Supervise any additional testing that may be required
- Prepare cost estimates
- Produce designed construction documents
- Coordinate the activities of the selection process including project advertisement and reference checks of applicants who will be representing selected principals and the Housing Authority
- Assistance in administering construction contracts for the Housing Authority.

The scope of services shall include all necessary design and engineering services required to prepare a complete design from which construction can successfully be completed. Services included but not limited to; architectural, structural, electrical, or mechanical design requirements. Interested firms should familiarize themselves with the standard form of Agreement for Architectural and Engineering Services, that contains additional required conditions and services. All work shall be performed in a manner consistent with the aforementioned agreement.

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ALL PROPOSALS MUST INCLUDE:

- A resume that demonstrates knowledge and experience both with public housing authorities and non-profit corporations.

- A Certificate of Non-Collusion and a Conflict-of-Interest Statement; copies of which are attached. Qualifications will be rejected if not included.

THE SPECIFIC CRITERIA AND THE WEIGHT GIVEN TO EACH ARE AS FOLLOWS:

It is required that the proposal provides evidence that the Architect/Engineer is currently registered in the State of Rhode Island.

- Evidence of the Architect/Engineer's ability to perform the work, as indicated by profiles of the principles and staffs professional and technical competence and experience. (10 pts)

- Capability to provide professional services in a timely manner; and capability of key personnel to perform required task. (10 pts)

- Evidence that, through experience, the firm is familiar with local and state building codes, federal regulations, and the requirements of the United States Department of Housing and Urban Development (HUD), including familiarity with the reporting, budget and regulatory requirements. (20 pts)

- Past performance in terms of cost control, quality of work, and compliance with performance schedules (10 pts)

- The qualification demonstrates an understanding of the requirements and is explicit and feasible. (10 pts)

- Past experience with projects similar to those anticipated by the Authority (20 pts)

- Minority/Woman Owned Business Enterprise (5 pts)

- Cost of Services (15 pts)

EVALUATION OF OUALIFICATIONS:

Those lacking credentials that establish that the proposing firm is currently registered and licensed in the State of Rhode Island or not containing a certified statement that the Architect/Engineer's firm is not debarred, suspended, or otherwise prohibited from professional practice by any Federal, State, or local agency shall be rejected.

Those with the proper credentials shall be ranked based on their ability to provide the service in accordance with the established evaluation criteria.

The ranking shall be completed by a review panel.

WARREN HOUSING AUTHORITY

The review panel may elect to interview the top three firms in accordance with the proposal review rankings. All qualifications will be ranked again as a result of the oral interviews.

FINAL DETERMINATION AND EXECUTION OF CONTRACT:

Once the review panel has ranked the firms, the Board of Commissioners of the Warren Housing Authority shall vote and award the Architectural/Engineering Contract.

THE FOLLOWING CLAUSES WILL BE AN INTEGRAL PART OF THE RESULTING CONTRACT:

- There shall be no discrimination against any employee of the firm providing services under the contract because of race, creed, color, sex, sexual orientation, religion, age, national origin, veteran status, or handicap.

- No member, officer or employee of the Warren Housing Authority, no member or governing body of the locality in which any of the projects are situated, no member of the governing board of the Town of Warren where the Warren Housing Authority was activated and no other public official of such locality or localities who exercise any functions or responsibilities with respect to the Warren Housing Authority's projects during his/her tenure, or for one year thereafter, shall have any interest, direct or indirect, in this contract or the proceeds thereof.

- No member of or delegate to the Congress of the United States, or Resident Commissioner, shall be admitted to any share or part of the contract or to any benefits that may arise there from.

- The firm warrants that he/she has not employed any person to solicit or secure the contract upon any agreement for a commission, percentage, brokerage, or contingent fee. Breach of this warranty shall give the Warren Housing Authority the right to terminate the contract, or at its discretion, to deduct from the firm's fee the amount of such commission, percentage, brokerage, or contingent fee.

- The firm shall not assign or transfer any interest in the contract without prior approval of the Warren Housing Authority.

- The firm covenants that he/she presently has no interest and shall not acquire any interest, direct or indirect, in the projects and/or programs of the Warren Housing Authority or any other interest which would conflict with the performance of his/her architecture or engineering functions.

The Warren Housing Authority reserves the right to reject any or all proposals.

Questions concerning these matters must be addressed to:

Virginia Dutra, Executive Director
Telephone: (401) 245-7019 ext. 11 Email: vdutra@warrenhousing.org

WARREN HOUSING AUTHORITY

Architectural & Engineering Services
Certificate of Non-Collusion

The undersigned certifies under penalties of perjury that this bid or proposal has been made and submitted in good faith and without collusion or fraud with any other person. As used in this, the undersigned certifies under penalties or perjury that this bid or proposal has been made and certification the word "person" shall mean any natural person, business, partnership, corporation, union committee club or other organization, entity or group of individuals.

_____

Signature of Person Signing Proposal

_____

Printed Name of Person Signing Proposal

_____

Name of Business

_____

Date

WARREN HOUSING AUTHORITY

Architectural & Engineering Services
Conflict of Interest Statement

RESPONDENT: _____

The owner(s), corporate members or employees of [_____], shall derive any personal profit or gain, directly or indirectly, by reason of his or her participation with the Warren Housing Authority. Each individual shall disclose to the Warren Housing Authority any personal interest or direct relationship which he or she may have and shall refrain from participation in any decision making in related manners.

Any owner, corporate member or employee of [_____] who is an officer, board member, a committee member or staff member of a related organization shall identify his or her affiliation with such agency or agencies; further, in connection with any policy committee or board action specifically associated with the Warren Housing Authority, he/she shall not participate in the decision affecting that entity and the decision must be made and/or ratified by the full board.
At this time, I am a Board member, a committee member, or an employee of the following organizations/companies:

_____
_____
_____

Now this is to certify that I, except as described below, am not now nor at any time during the past year have been:
1) A participant, directly or indirectly, in any arrangement, agreement, investment, or other activity with any vendor, supplier, or other party; doing business with the Warren Housing Authority which has resulted or could result in personal benefit to me.
2) A recipient, directly or indirectly, of any salary payments or loans or gifts of any kind or any free service or discounts or other fees from or on behalf of any person or organization engaged in any transaction with the Warren Housing Authority.

Any exceptions to 1 or 2 above are stated below with a full description of the transactions and of the interest, whether direct or indirect, which I have (or have had during the past year) in the persons or organizations having transactions with the Warren Housing Authority.

_____ _____

_____ _____

_____ _____

Signature: _____

Printed name: _____

Date: _____

Title: _____

Address: _____

Telephone: _____