

Invitation to Bid  
Architectural Services  
Single Family House  
PCDC

510 East Front Street  
Plainfield, NJ 07060  
Telephone (908) 339-3829  
Email [pcdcnj@yahoo.com](mailto:pcdcnj@yahoo.com)

The Premier Community Development Corporation (PCDC) will receive bids for architectural services due by October 5, 2018 in the main office of Premier Community Development Corporation, located at 510 East Front Street, Plainfield, NJ 07060. PCDC will schedule appointments to view property prior to October 5, 2018 due date.

Bidders are required to comply with the requirements of P.L. 1975 C.127. Minority Business Enterprise (MBE) will be offered full opportunity to bid and will not be subject to discrimination on the basis of race, color, gender, or national origin in consideration of an award.

The PCDC reserves the right to reject any or all bids and waive any informality thereto. No bids shall be withdrawn for a period of thirty (15) days subsequent to the opening of bids without the consent of the PCDC.

PCDC

Lewis Hurd  
Executive Director

Posted 9/17/18  
Updated 9/20/18

## PCDC

### **Scope of work**

The Architect shall have experience with major renovation of low income housing, Review of drawings will be available for general contractor of record to cost estimate the job and make changes before a final draft is completed. Must be available to meet in the evening and weekends when scheduled.

Interested Architect have license to do business in the State of New Jersey with an understanding of HUD / State funded programs and related federal regulations are invited to submit proposals. Must have working knowledge of HOME funds rules and regulations.

All proposals will be evaluated, rated and ranked in accordance with an evaluation criteria set forth in the proposal. Services will be awarded to qualified and responsible firms whose proposals are the most advantageous to PCDC.

### **Services**

Schematic and design Development – Provide elevations: plans and site plans showing the architectural design. Design approval from owner will then proceed to begin construction documents; phase of project.

### **Construction Documents**

Upon owner's approval of the architectural design and authorization for architect to proceed, architect shall prepare construction documents consisting of architectural floor plans, elevations, details, and plumbing riser information that will be provide on the drawings. Architect drawing's shall include basic framing location and size identification to show the design intent, Structural, fire detection system location and "specification shall be included in the documents" which will be provide.

### **Construction Administration**

Construction services provide will consist of site visits during construction to make sure the design and construction intent is maintained as described by the construction documents. Complete AIA forms for payments. The final site visit will be made after the renovations are complete for final inspection. It is the owner's responsibility to contact the architect and schedule an inspection after each specified check points.

### **Deliverables**

- Building Code analysis and General Notes
- Plans & Elevations
- Typical Architectural Floor plans
- Interior Wall section and details