



Request for Proposals (RFP)

Architectural Services for Public Housing Renovations

Issued by: Albany Housing Authority (AHA)

Issue Date: 8/12/2025

RFP Number: RFP 2025-M001

Submission Deadline: October 1st, 2025, 1:00PM

Contact: Doug Holdridge

Email: Dholdridge@albanyha.com

Phone: 229-434-4500 Ext. 1015

1. Introduction

The Albany Housing Authority (AHA) invites qualified architectural firms to submit proposals for professional architectural services related to the renovation of public housing units. These renovations will be funded through the Capital Fund Program (CFP) administered by the U.S. Department of Housing and Urban Development (HUD).

2. Project Overview

AHA seeks to modernize and improve the quality of its public housing stock to ensure safe, decent, and affordable housing for its residents. The scope includes comprehensive renovations of multiple housing units, addressing both interior and exterior elements, to enhance livability and compliance with current building codes and standards.

3. Scope of Services

The selected architectural firm will be expected to provide a full range of services, including but not limited to:



- **Pre-Design Services:**
 - Site assessments and existing conditions analysis
 - Feasibility studies and cost estimations
- **Design Services:**
 - Schematic design
 - Design development
 - Construction documents preparation
- **Bidding and Negotiation:**
 - Assistance during the contractor selection process
 - Responding to Requests for Information (RFIs)
- **Construction Administration:**
 - Site visits and inspections
 - Review and approval of submittals and change orders
 - Final inspections and project close-out

All services must comply with HUD regulations, local building codes, and AHA's procurement policies.

4. Proposal Requirements

Interested firms must submit a proposal that includes the following:

- **Firm Profile:**
 - History and background
 - Organizational structure



- Relevant experience with public housing projects
- **Project Team:**
 - Resumes of key personnel
 - Roles and responsibilities
- **Approach and Methodology:**
 - Understanding of the project
 - Proposed approach to design and construction administration
- **Schedule:**
 - Proposed timeline for each phase of the project
- **References:**
 - Contact information for at least three (3) clients with similar projects
- **Fee Proposal:**
 - Detailed fee breakdown by phase
 - Hourly rates for additional services

5. Evaluation Criteria

Proposals will be evaluated based on the following criteria:

- Relevant experience and qualifications of the firm and project team
- Understanding of the project scope and objectives
- Proposed approach and methodology
- Past performance on similar projects
- Fee proposal and overall cost-effectiveness



AHA reserves the right to conduct interviews with shortlisted firms.

6. Submission Instructions

Proposals must be submitted by **October 1st, 2025, 1:00 PM** to:

Albany Housing Authority

521 Pine Ave

P.O. Box 485

Attn: Doug Holdridge

Email: dholdridge@albanyga.com

Late submissions will not be considered.

7. Questions and Clarifications

All questions regarding this RFP must be submitted in writing by [Insert Date] to [Insert Contact Email]. Responses will be shared with all interested parties.

8. Additional Information

AHA encourages participation from Minority Business Enterprises (MBEs), Women Business Enterprises (WBEs), and Section 3 businesses. All procurement actions are subject to AHA's procurement policies and federal guidelines.
