

Lothrop



Request for Proposal
Architects | Engineers
Physical Needs Assessment and Energy Audit at all
Bayonne Housing Authority Projects
August 29, 2023



William Simmons, AIA - AI 18816
John Cutsumpas, AIA - AI 17640
Robert Gabalski, AIA - AI 21401

FEDERAL EXPRESS (Overnight)

August 28, 2023

John T. Mahon
Executive Director
Housing Authority of the City of Bayonne
549 Avenue A.
Bayonne, New Jersey 07002

**RE: Housing Authority of the City of Bayonne
Physical Needs Assessment (PNA) and Energy Audit at
All Sites
LA #23-277**

REF: Request For Proposal - Fee Proposal for Architectural and Engineering Services

Dear Mr. Mahon:

Lothrop Associates Architects Inc. is pleased to submit for your review and consideration this Request For Proposal - Fee Proposal for the "**Architectural and Engineering Services**" associated with the preparation of a Physical Needs Assessment (PNA) and Energy Audit for the following sites:

- Pamrapo Gardens (12-1)
- Bergen Point Gardens (12-2)
- Centerville Gardens (12-3)
- La Tourette Gardens (12-4)
- Kill Van Kull Gardens (12-5)
- Pamrapo Gardens Annex (12-6A)
- East Side Gardens (12-6B)
- Kill Van Kull Gardens Annex (12-7A)
- Constable Hook Village (12-7)
- Back Bay Gardens (12-8)
- Scattered Sites (12-9)
- Interfaith Housing (12-11)

For this project Lothrop Associates Architects Inc. will be utilizing AEI Consultants as a subconsultant to assist with the development of the Physical Needs Assessment and Energy Audit. I have attached for your review and information so general information, experience and staff information for AEI Consultants.

This letter will also confirm receipt of the originally issued Request for Proposal (issued with the August 4, 2023 email from your office).

August 28, 2023
John T. Mahon
Executive Director
Housing Authority of the City of Bayonne
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Lothrop Associates Architects Inc. understands the scope of this project to include the following:

- Preparation of a Physical Needs Assessment
- Preparation of Energy Audit

The Scope of Professional Services to be provided by our firm in conjunction with this Request For Proposal shall include the following:

- 1) We will schedule and attend a Scope Kick-Off Meeting with Housing Authority of the City of Bayonne.
- 2) Research all available reference material and drawings.
- 3) Perform all site visit to document existing conditions.
- 4) Preparation of a DRAFT Physical Needs Assessment and Energy Audit
- 5) Attendance at a maximum of two (2) meetings to review the DRAFT Physical Needs Assessment and Energy Audit.
- 6) Preparation of a FINAL Physical Needs Assessment and Energy Audit.
- 7) Attendance at one additional (1) meeting to review the FINAL Physical Needs Assessment and Energy Audit.

Based on the above outlined scope of work and scope of services, Lothrop Associates Architects Inc. is proposing a Lump Sum Fee of Two Hundred Ninety Four Thousand Two Hundred Eighty Six Dollars and Seventy Two Cents (\$294,286.72) which breaks down as follows:

- Physical Needs Assessment (PNA)	\$197,322.75
- Energy Audit	\$ 96,963.97

Refer to the attached completed documents:

- Appendix 2 Cost Proposal
- Part B – PNA Cost Proposal
- Part C – Energy Audit Cost Proposal

For the record the above lump sum fee is based on the following conditions and assumptions:

- a) This Fee Proposal assumes that drawings of the existing sites / buildings will be made available as referenced material.
- b) Our firm's Fee Proposal does not include a Hazardous Material Survey.
- c) Our firm's Proposal does not include any design work.
- d) This Fee Proposal assumes that all cost estimates will be done in house.
- e) This Fee Proposal assumes that all reimbursable expenses (i.e. printing, reproduction, overnight mailings, etc.) will be invoiced at 10% over direct cost. This Fee Proposal does not include any reimbursable expenses.

August 28, 2023

John T. Mahon

Executive Director

Housing Authority of the City of Bayonne

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Lothrop Associates Architects Inc. is prepared to commence design work upon your authorization. We will require four (4) weeks to complete field work. We will require five (6) weeks to complete the DRAFT Physical Needs Assessment and Energy Audit. Upon formal written approval of the DRAFT Physical Needs Assessment and Energy Audit we will require an additional four (4) weeks to complete the FINAL Physical Needs Assessment and Energy Audit Construction Documents. This letter will also confirm that Lothrop Associates Architects Inc. has the resources to work on multiple projects concurrently to meet the Housing Authorities deadlines for the projects.

To supplement the materials submitted with our firms original Request For Qualifications Submission on May 16, 2023 I have attached for your review and information a list of Representative Physical Needs Assessment / Condition Needs Assessments completed by our firm.

If you find this Request For Proposal - Fee Proposal acceptable, Lothrop Associates Architects Inc. would be please to prepare and submit a *"Model Form of Agreement Between Owner and Design Professional"* (HUD form 51915).

Thank you for considering Lothrop Associates Architects Inc. for this project.

Please call or email if you have any questions.

Respectfully,



Arthur J. Seckler, III
PRINCIPAL

PHYSICAL NEEDS ASSESSMENTS | CONDITION NEEDS ASSESSMENTS

Lothrop Associates Architects and/or its senior staff has completed numerous Physical Needs Assessments (PNA), Physical Condition Assessments (PCA) and Capital Needs Assessments (CNA) for a wide variety of resi-dential projects throughout the tri-state area, as listed below.

Parker Imperial

Physical Condition Survey Update
309 dwelling units
North Bergen, New Jersey

Highland Park Housing Authority

Physical Needs Assessment
& Energy Audit
Highland Park, New Jersey

Housing Authority of the Town of Boonton

74 dwelling units
Boonton, New Jersey

Weehawken Housing Authority

100 dwelling units
Weehawken, New Jersey

North Bergen Housing Authority

970 dwelling units
Bergen, New Jersey

Bronx Park East Apartments

HCLP-48 / 323 dwelling units Bronx,
New York

Winthrop Gardens

HCLP-72 / 339 dwelling units Bronx,
New York

Westchester Plaza Apartments/The Saratoga

HCUR-118 / 288 dwelling units
Mount Vernon, New York

Dunbar Heights Apartments

NY-47 / 96 dwelling units
Peekskill, New York

Random Apartments/Northern Westchester Hospital (Staff)

HCNP-116 / 96 dwelling units Mount
Kisco, New York

Hellman Hall/United Hospital (Staff)

HCNP-11112 / 133 dwelling units
Port Chester, New York

Lafayette/Boynnton Apartments

HCUR-107 / 972 dwelling units
Bronx, New York

HCLP-26 / 900 dwelling units Bronx,
New York

Levister Towers

NY-26 / 900 dwelling units
Mount Vernon, New York

Marlen Heim Towers (Senior Citizen)

HCNP-157 / 182 dwelling units
Brooklyn, New York

Stuy Park House (Senior Citizen)

HCNP-152 / 103 dwelling units
Brooklyn, New York

Schuyler/DeKalb Apartments

NY-42-3 / 167 dwelling units
White Plains, New York

Children's Village Residence (Staff)

HCNP-101 / 167 dwelling units
Dobbs Ferry, New York

Palisades Gardens (Senior Citizen)

HCLP-92 / 130 dwelling units
Palisades, New York

South East Towers (Senior Citizen)

HCNP-175 / 107 dwelling units
Middletown, New York

Charles Street Apartments

NY- / 100 dwelling units
Poughkeepsie, New York

Eastman Apartments

NY-135B / 140 dwelling units
Poughkeepsie, New York

Stratford Towers

HCLP-28 / 129 dwelling units
Bronx, New York

School Street Gardens

UDC-36 / 100 dwelling units
Livingston Manor, New York

Maple Street Apartments

NY-106 / 131 dwelling units
Greenburgh, New York

Woodlawn Veterans Memorial Apartments

HCLP-3 / 100 dwelling units
Bronx, New York

Waldron Terrace Apartments

NY-115A / 82 dwelling units
Nyack, New York

Depew Manor Apartments

NY-115B / 48 dwelling
units Nyack, New York

Central Towers

HCUR-135 / 308 dwelling
units Albany, New York

Executive House

HCLP-80 / 160 dwelling units
Albany, New York

Wiltwyck Gardens

NY-134 / 60 dwelling units
Kingston, New York

Colonial Gardens

NY-45 / 98 dwelling units
Kingston, New York

Colonial Gardens Addition

NY-146 / 32 dwelling units
Kingston, New York

Winbrook Apartments

NY42-6 / 600 dwelling units
White Plains, New York

De Chantal Apartments

HCNP-136 / 131 dwelling
units Saranac Lake, New York

Park Edge Estates

UDC-281 / 184 dwelling units
Utica, New York

English Village Apartments

UDC-103 / 550 dwelling units
Rochester, New York

Harrison House Apartments

UDC-108 / 200 dwelling units
Syracuse, New York

Townsend Tower Apartments

UDC-20 / 200 dwelling units
Syracuse, New York

Pinnacle Place Apartments

UDC-97 / 407 dwelling units
Rochester, New York

Maple Court Homes

UDC-197 / 80 dwelling units
Hornell, New York

Cromwell Towers

317 dwelling units
Yonkers, New York

Woodrow Wilson Townhomes

UDC-15 / 100 dwelling units
Amsterdam, New York

PHYSICAL NEEDS ASSESSMENTS | CONDITION NEEDS ASSESSMENTS

Marcus Garvey (Apartments)

UDC-180 / 625 dwelling units
Brooklyn, New York

Ten Broeck Manor Apartments

UDC-141 / 190 dwelling units
Albany, New York

Van Rensselaer Village Apartments

UDC-44 / 100 dwelling units
Watervliet, New York

Lakeview Village/Highview Apartments

UDC-114 / 220 dwelling units
Spring Valley, New York

Cherry Hill Apartments

UDC-42 / 164 dwelling units
Syracuse, New York

Kennedy Square Apartments

UDC-43 / 409 dwelling units
Syracuse, New York

Eastgate Homes

UDC-192 / 102 dwelling units
Elmira, New York

Jimerson Apartments

HCLP-6 / 423 dwelling units
Brooklyn, New York

River Park Commons

UDC-21 / 402 dwelling units
Rochester, New York

Charlotte Lakeview (Apartments)

UDC-55 / 553 dwelling units
Rochester, New York

Niagara Park Apartments

UDC-38 / 198 dwelling units
Niagara Falls, New York

Unity Park Apartments

UDC-12 / 204 dwelling units
Niagara Falls, New York

Wright Park Manor I

UDC-23 / 200 dwelling units
Rome, New York

Wright Park Manor II

UDC-40 / 99 dwelling units
Rome, New York

Coney Island Site Nine Houses (Scheuer House)

UDC-4 / 197 dwelling units
Brooklyn, New York

Oak Towers

HCLP-31 / 100 dwelling units
Bronx, New York

Centerville Court

UDC-126 / 152 dwelling unit
North Syracuse, New York

Madison Towers

UDC-228 / 232 dwelling units
Syracuse, New York

Clinton Towers

UDC-30 / 455 dwelling units
Bronx, New York

Schomburg Plaza

UDC-28 / 600 dwelling units
Manhattan, New York

Ocean Towers

UDC-71 / 360 dwelling units
Brooklyn, New York

Parker Imperial

309 dwelling units
North Bergen, New Jersey

Lionel Hampton House

UDC-29 / 355 dwelling units
Manhattan, New York

Twin Parks N.E./Sites 6 & 8

UDC-17 / 274 dwelling units
Bronx, New York

Peekskill Plaza

UDC-142 / 168 dwelling units
Peekskill, New York

Halston House

220 dwelling units
Tarrytown, New York

U.P.A.C.A. I & II

UDC-34 / 405 dwelling units
Manhattan, New York

Twin Parks S.W.

UDC-9 / 536 dwelling units
Bronx, New York

Fort Schuyler House

HCNP-113 / 143 dwelling units
Bronx, New York

Brooklyn Jewish Hospital

HCLP-63 / 142 dwelling units
Brooklyn, New York

Bronx Park East (Update)

HCLP-48 / 323 dwelling units
Bronx, New York

Jamaica Hospital Staff Housing

HCNP-172 / 102 dwelling units
Queens, New York

Rex Ridge Co-op Apartments

375 dwelling units
Hartsdale, New York

Amberlands Co-op Apartments

120 dwelling units
Croton-on-Hudson, New York

Granada Buildings, Inc. and Kingston Housing Authority Yosman Tower

104 dwelling units
Kingston, New York

Quintard Manor

CT7-5 / 60 dwelling units
Stamford, Connecticut

Lawn Avenue Townhouses

CT7-7 / 20 dwelling units
Stamford, Connecticut

Connecticut Avenue

CT7-9 / 12 dwelling units
Stamford, Connecticut

Clinton Manor

CT7-11 / 88 dwelling units
Stamford, Connecticut

Ursula Park Townhouses

CT7-16 / 32 dwelling units
Stamford, Connecticut

Connecticut Commons

CT7-17 / 8 dwelling units
Stamford, Connecticut

Sheridan Mews

CT7-17 / 8 dwelling units
Stamford, Connecticut

Stamford Multi-Location

CT7-18 / 6 dwelling units
Stamford, Connecticut

NYS Office of General Services

Survey of 5 Correctional Facilities
(3 million square feet)
Mid-Hudson/Catskill Region



Proposal For:

Physical Needs Assessment and Energy Audit

Prepared by:

AEI Consultants

20 Gibson Place, Suite 310

Freehold, NJ 07728

732-414-2720

Lothrop Associates Architects D.P.C.

333 Westchester Avenue

White Plains, NY 100604

August 29, 2023



Prepared for:



Housing Authority of the City of Bayonne
Mr. John T Mahon, Executive Director
Bayonne, NJ 07002

EXPERIENCE

2.1 Summary of Experience:

AEI has a solid understanding and substantial experience in completing the HUD Scope RAD Physical Needs Assessments, Energy Audits, Section 18 Demolition & Disposition Reports, HUD Scope Construction Architectural & Cost Analysis as well as the completion of Construction Inspections for approval of funds related to construction loans.

AEI is a national leader in consulting for Public Housing Authorities and HUD. Some highlights of AEI's experience which directly relates to the requirements of the RFP are discussed below:

- Completed over 500 CNA Etools since becoming a requirement for HUD insured lenders (November 2017) and Public Housing Authorities (February 2018).
- Completed over 700 Physical Needs Assessments (PNAs) for Public Housing Authorities since 2014.
- Completed over 1200 HUD Scope PNAs for various clients over the past 10 years.
- Recently performed over a dozen HUD scope Demolition & Disposition Reports for apartment communities operated by Public Housing Authorities.
- Completed over 900 Level II ASHRAE Energy Audits over the past 5 years.
- Completed over 50 HUD Scope Architectural & Cost Analysis Reports for Federal Housing Administration (FHA) insured construction loans. Furthermore, AEI's Construction Consulting Team has prepared well over 250 A&E Cost analysis reports over the past decade for FHA insured lenders.
- Completed Construction Inspections on over 1,500 projects to determine the value of work in place and approve funding associated with construction loans.

In addition to the above referenced construction, physical needs and energy consulting experience, AEI and our team of professional employees have substantial environmental consulting experience in the following areas:

- Asbestos Surveys
- LBP Surveys & Risk Assessments
- Phase I ESAs
- Phase II ESAs
- CEQRA Analysis
- Part 50 & 58 Environmental Reviews
- Mold Surveys
- Hazardous Materials Abatement
- HUD Scope Environmental Assessments
- Cultural Resources Surveys
- Biological & Endangered Species Assessments

2.2 New Jersey Public Housing Authority Experience

AEI has worked with 22 Public Housing Authorities in New Jersey. AEI completed RAD Property Condition Assessments and Energy Audits for Atlantic City Housing Authority on a portfolio of 12 communities. RAD Property Condition Assessments and Energy Audits for Paterson Housing Authority on a portfolio of 8 communities. Phase 1 Environmental Site Assessments and Asbestos Screenings on a portfolio of 8 communities for North Little Rock Housing Authority. AEI also completed HUD GPNAs and Energy Audits on a portfolio of 2 communities for Springdale Housing Authority. AEI has also worked with 18 other housing authorities throughout New Jersey.

2.3 Recently Completed Projects

AEI has prepared over 200 “PNAs & Energy Audits” for Housing Authorities within the past 5 years and as a result, AEI is very well situated to successfully complete all tasks associated with this RFP. Much of this work was prepared for local governments, municipalities, developers, owners, lending institutions and public housing authorities.

All services were completed within the client’s proposed timeline as requested in their RFP. We stand behind our moto, “On Time, High Quality, with No Surprises.” AEI has provided numerous PNA’s Energy Audits within the past few years for the following references:

Energy Audit & RAD Physical Needs Assessments Experience	
Project Information	Project Information
Wilmington, DE Portfolio Client: Wilmington Housing Authority Scope or Work: ASTM 2018-15 & HUD RAD Guidelines, and HUD Special Application Center PIH Notice 2021-07 Date: Completed April 2022 and January 2023	AEI has been awarded a contract for 2 Level II ASHRAE Energy Audits, RAD PNAs, and CNA Etool PNA with Obsolescence Assessments on 2-communities consisting of 367-units. WHA would like to convert their entire HA to RAD. We are negotiating a potential contract of 8-communities and 1770-units.
Cuyahoga, OH Portfolio Client: Cuyahoga Metropolitan Housing Authority Project: 9-Property Portfolio, Cleveland, OH Scope or Work: ASTM & HUD RAD Guidelines, NESHAP/AHERA Guidelines Date: Completed June 2022 and June 2023	AEI was awarded a contract to assist the Cuyahoga Metropolitan Housing Authority with their due-diligence requirements in advance of their Rental Assistance Demonstration (RAD) transaction with the US Dept. of HUD using Project -Based Voucher Housing Assistance. The improvements consisted of a portfolio of 9 developments which included 690 units.
Boston, MA Portfolio Client: Boston Housing Authority Scope or Work: ASTM 2018-15 & HUD RAD Guidelines, and HUD Special Application Center PIH Notice 2021-07 Date: Completed October 2022 to July 2023	AEI has been awarded Level II ASHRAE Energy Audits, RAD PNA, and CNA Etool contract on 21 -communities containing 187-buildings and 4,391-units.
Reno, NV Portfolio Client: Housing Authority of the City of Reno Scope or Work: ASTM 2018-15 & HUD RAD Guidelines, and HUD Special Application Center PIH Notice 2021-07 Date: Completed July 2022	AEI has been awarded a Level II ASHRAE Energy Audits, RAD PNA, and CNA Etool contract on 8-developments containing 11-buildings and 758-units. AEI is also completing a HUD Scope Demolition & Disposition Report on a 344-unit Hawk View Apartments, tom Sawyer Village, and Mineral Manor communities.
New York City Housing Authority (NYCHA) Portfolio Client: Hudson Companies & Boulevard Together Developer, LLC Scope or Work: ASTM & HUD RAD Guidelines, NESHAP/AHERA Guidelines	AEI was awarded the due-diligence consulting services for a NYCHA RAD transaction on an 18 building, 1,440-unit public housing authority community in Brooklyn, NY. The contract was awarded on April 28, 2020, and was continue through May 2022. Services that AEI is providing include a Phase I ESA, HUD Part 58 Environmental Review. NYC City Environmental Quality

Date: Completed July 2020; May 2022; and August 2023	Review (CEQR) Survey, HUD Scope Indoor Noise Assessment, New York State Environmental Quality (SEQR) Assessment, RAD Physical Needs Assessment, Level II ASHRAE Energy Audit.
Energy Audit & RAD Physical Needs Assessments Experience	
Project Information	Project Information
Tarrytown, NY Portfolio Client: Tarrytown Housing Authority Scope or Work: ASTM & HUD RAD Guidelines Date: Completed October 2020 and March 2021	AEI completed a Level II ASHRAE Energy Audits, RAD CNAs, and CNA Etools on an apartment tower containing 81 units. AEI is also completing a HUD Scope Demolition & Disposition Report on a 70-unit garden apartment community which is expected to be completed early May 2020.
Cincinnati, OH Portfolio Client: Cincinnati Metropolitan Housing Authority Scope or Work: ASTM 2018-08 & HUD RAD Guidelines & HUD MAP Guidelines Date: Completed January 2020 with March 2020 Addendum	AEI completed a RAD CNA & Level II ASHRAE Energy Audits for the (CMHA). Two (2) CNA ETools were completed, 1 for each complex. To date, AEI has completed 2 RAD assessments on 2 communities, with 273 units. also completed a Green Physical Needs Assessment and Energy Audit on the CMHA's office complex. AEI is currently working on two HUD MAP Scope Architectural Engineering Cost (AEC) reports for Red Mortgage Capital and CMHA for two developments in advance of FHA insured mortgage financing. AEI also completed Phase I ESA, Radon and Asbestos surveys as well as HUD Par 50 Environmental Reviews.
Rochester, NY Portfolio Client: Rochester Housing Authority Scope or Work: ASTM & HUD RAD Guidelines Date: Completed April 2019	AEI completed RAD CNAs, CNA Etools & Level II ASHRAE Energy Audits on a portfolio of 2 properties which had a total of 49 units. AEI also completed HUD scope PNAs on a scattered site portfolio of 7 single family dwellings.
Glen Falls, NY Portfolio Client: Wilder Balter Partners (RAD Developer) and Glens Falls Housing Authority Scope or Work: ASTM & HUD RAD Guidelines Date: Completed December 2019	AEI completed Level II ASHRAE Energy Audits, RAD CNAs, CNA Etools, Engineered Utility Analysis Surveys, Phase I ESAs, Asbestos demolition/renovation surveys, and HUD Part 58 Environmental Reviews on a portfolio of 4 communities comprising of 789 units. RAD CNAs were prepared on 3 of the assets. AEI also prepared a Phase II Sub-Surface investigation on 2 of the assets.
Pawtucket, RI Portfolio Client: Pawtucket Housing Authority Scope or Work: ASTM & HUD RAD Guidelines Date: Completed October 2019	AEI completed Level II ASHRAE Energy Audits, RAD CNAs, CNA Etools, Engineered Utility Analysis Surveys, Phase I ESAs, and HUD Part 58 Environmental Reviews on a portfolio of 5 communities comprising of 785 units.
Paterson, NJ Portfolio Client: Paterson Housing Authority Scope or Work: ASTM & HUD RAD Guidelines Date: Completed December 2019	AEI completed Level II ASHRAE Energy Audits, RAD CNAs, and CNA Etools on a portfolio of 9 communities comprising 712 units.
Los Angeles, CA Portfolio Client: Housing Auth. of the City of LA (HACLA) Scope or Work: ASTM & HUD RAD Guidelines Date: Completed June 2019	AEI completed Level II ASHRAE Energy Audits, RAD CNAs, and CNA Etools on a portfolio of 4 communities which comprise 485 Units. Seismic Risk Assessments were also completed as part of this project.
Williamstown & Deptford, NJ Portfolio Client: Housing Authority of Gloucester County Scope or Work: ASTM & HUD RAD Guidelines Date: Completed June 2019	AEI completed Level II ASHRAE Energy Audits, RAD CNAs, and CNA Etools on a portfolio of 2 high-rise apartment buildings comprising of 200 units. All work is scheduled to be completed over 90-day period.
Cape May, NJ Portfolio	AEI completed a RAD PCA, CNA Etool and Level II ASHRAE

Client: Cape May City Housing Authority Scope or Work: ASTM & HUD RAD Guidelines Date: Completed in March 2019	Energy Audit on a portfolio of 3 communities comprising of 86 units. One report was completed for all the communities. All work was completed over a 45-day period.
Energy Audit & RAD Physical Needs Assessments Experience	
Project Information	Project Information
Ocean City, NJ Portfolio Client: Ocean City Housing Authority Scope or Work: ASTM & HUD RAD Guidelines Date: Completed December 2018	AEI completed Level II ASHRAE Energy Audits, RAD CNAs, and CNA Etools on a portfolio of 2 communities comprising of 103 units. All work was completed over the 60-day period.
Salt Lake City, UT Portfolio Client: Housing Authority of the City of Salt Lake Scope or Work: ASTM & HUD RAD Guidelines Date: Completed January 2019	AEI completed Level II ASHRAE Energy Audits, RAD CNAs, and CNA Etools on a portfolio of 4 communities comprising of 389 units. All work was completed over a 90-day period.
Vineland, NJ Portfolio Client: Vineland Housing Authority Scope or Work: ASTM & HUD RAD Guidelines Date: Completed September 2018	AEI completed Level II ASHRAE Energy Audits, RAD CNAs, and CNA Etools on 2 high rise towers comprising of 203 units. All work was completed over the 60-day period.
Ruth L. Bennett Homes, Chester, PA Client: Chester Housing Authority Scope or Work: ASTM & HUD RAD Guidelines Date: Completed February 2019	AEI completed a Level II ASHRAE Energy Audits, RAD CNAs, CNA Etools, and a HUD Scope Demolition & Disposition report on a 33-building, 261-unit community that was originally constructed in 1942.
McAllen, TX Portfolio Client: Boonton Housing Authority Scope or Work: ASTM & HUD RAD Guidelines Date: Completed June 2019	AEI completed Level II ASHRAE Energy Audits, RAD CNAs, CNA Etools and Integrated Pest Management Inspections on a portfolio of 3 communities comprising a total of 251-units. All work was completed over the 60-day period. All work was completed over a 75 to 90-day time period.
Portland, ME Portfolio Client: Portland Housing Authority Scope or Work: ASTM & HUD RAD Guidelines Date: Completed April 2019	AEI completed Level II ASHRAE Energy Audits, RAD CNAs, CNA Etools, Phase I ESAs and HUD Part 58 Environmental Reviews on a portfolio of 7 communities comprising of 797 units. AEI continues to provide technical support to the client in advance of their RAD application submittal to HUD. AEI also completed HUD Scope Demolition & Disposition Reports on several communities.
Salt Lake County, UT Portfolio Client: Housing Authority of the County of Salt Lake (aka Housing Connect) Scope or Work: ASTM & HUD RAD Guidelines Date: Completed June 2019 m- July 2019	AEI completed Level II ASHRAE Energy Audits, RAD CNAs, CNA Etools, Phase I ESAs and HUD Part 58 Environmental Reviews on a portfolio of 10 communities comprising of 485 units.
Williamstown & Deptford, NJ Portfolio Client: Housing Authority of Gloucester County Scope or Work: ASTM & HUD RAD Guidelines Date: Completed June 2019	AEI completed Level II ASHRAE Energy Audits, RAD CNAs, and CNA Etools on a portfolio of 2 high-rise apartment buildings comprising of 200 units. All work is scheduled to be completed over 90-day period.
Anne Arundel County, MD Portfolio Client: Housing Commission of Anne Arundel County Scope or Work: ASTM 2018-15 & HUD RAD Guidelines Date: Last Work Completed in April 2019	AEI completed 5 RAD CNAs and 5 CNA ETools, on 5 communities with over 350 units. These RAD CNAs and CNA Etools were updates to RAD scope PCA reports completed for the client in 2016. AEI utilized AEI's previously prepared energy audits and construction rehab budgets to complete the Etools.

STAFFING

AEI is known for our dependability and responsiveness. From the initial consultation to the final reports, our reliable staff takes ownership of each project including set-up, research, field work, billing, and client communication, resulting in accurate, concise, and well-organized reporting and assessments. AEI is proud of our 30-year track record of providing assessment and consulting services to the commercial real estate community. We have combined our steady growth with consistent financial performance allowing us to continue to grow our office locations across the US. AEI currently employees 400 full-time staff.

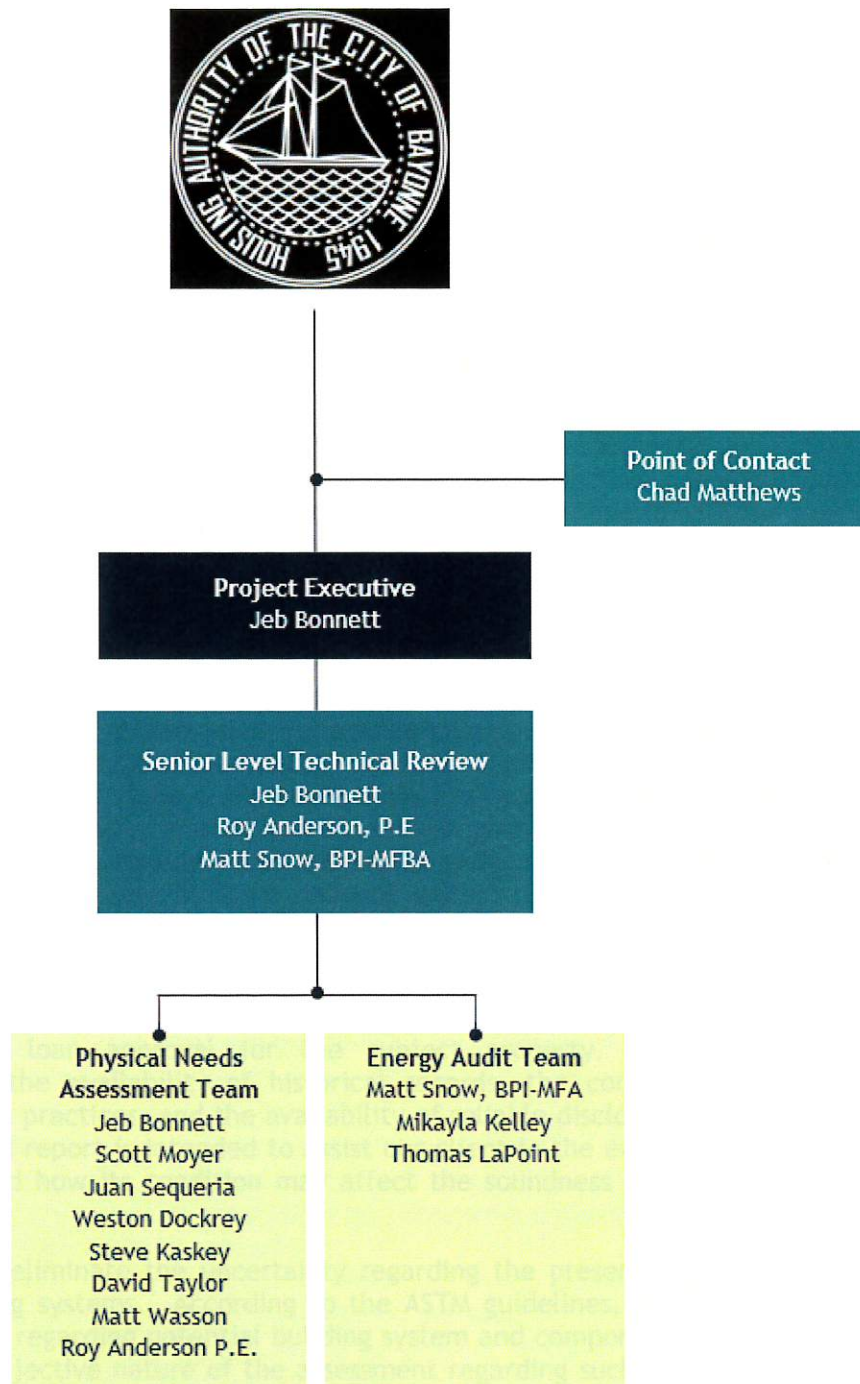
Key Personnel

AEI Consultants has assembled an experienced and diverse team of experts for work with Housing Authority of the City of Bayonne. Chad Matthews, will be the project point-of-contact. Jeb Bonnett will be the Project Director. Please see below for a table of key personnel, roles, and qualifications.

Key Personnel	Role	Certifications
AEI Consultants Staff		
Jeb Bonnett	Project Executive and Physical Conditions and Needs Project Director 20 years of Experience	B.B.A - Finance Principles of Real Estate Program HUD Multi-Family Accelerated Processing (MAP) Cost/A&E Seminar HUD Multi-Family Accelerated Processing (MAP) PCNA Workshop Virginia Housing Development Authority - Universal Design Fair Housing Act Accessibility Training Course- Phillip Zook Fair Housing Act Accessibility Training Seminar Elevator Training Courses Building Performance Institute - Training Services Building Specs Training Institute, Building/Design Inspection
Chad Matthews	Procurement Manager Point of Contact 7 years of Experience	B.S. Business Administration and Management
Matt Snow	Energy and Sustainability Services Project Director 16 years of Experience	B.S.B.A. Business BPI - MFBA - Multifamily Building Analyst Professional, Building Performance Institute
Roy Anderson PE	Seismic Services Manager and Professional Engineer 39 years of Experience	BS Structural Engineering Professional Engineer, California, Civil 82059 American Society of Civil Engineers (ASCE) Structural Engineers Association of Northern California (SEAONC) Earthquake Engineering Research Institute (EERI)

David Taylor	National Client Manager - HUD 15 years of Experience	International Code Council Certified Building Inspector International Code Council Certified Commercial and Residential Building Inspector International Code Council Certified Accessibility Inspector / Plan Examiner Commonwealth of Virginia Certified Commercial Building Inspector Commonwealth of Virginia Certified Residential Building Inspector Integrated Pest Management in Multifamily Housing International Code Council Accessibility & Usability for Residential Buildings(Training) Integrated Pest Management in Multifamily Housing Course - National HealthyHomes Training Center Property Maintenance Inspection, Electrical Inspection & Understanding Braced Walls Training by Virginia Building Code Academy Building Performance Institute (BPI) Certified Multifamily Building Analyst Professional Elevator Training Courses
Matt Wasson	National Client Manager - Building 18 years of Experience	BS - Bachelor of Science, Civil and Environmental Engineering
Weston Dockery	Senior Project Manager 15 years of Experience	BS of Architecture
Scott Moyer	Construction Cost Estimator HUD Cost Analyst 25 years of Experience	BS, Civil and Building Design Engineering HUD MAP Certified
Henry Michalak	Project Manager HUD HUD Cost Analyst 24 years of Experience	A.A.S. Architectural Drafting/Design and Construction Management Building Performance Institute (BPI) Certified Multifamily Building Analyst Professional (BPI-MFBA) Basics of Elevator Inspections
Juan Sequeira	Project Manager Capital Needs and Conditions 13 years of Experience	Bachelor of Architecture
Thomas LaPoint	National Client Manager, Senior Technical Reviewer of Energy Services 10 years of Experience	M.S. Environmental Management and Sustainability BA - Liberal Arts and Engineering Studies, Environmental Studies Minor LEED Accredited Professional - Operations + Maintenance Building Performance Institute - Multifamily Building Analyst Certified Green Point Rater - Build It Green Certified Energy Manager - Association of Energy Engineers
Mikayla Kelley	Project Manager of Energy Audits, Energy Benchmarking, and Energy Star 6 years of Experience	B.S. Integrated Science and Technology BPI-MFBA - Building Performance Institute, Multifamily Building Analyst Professional

Flow Chart:



SEE RESUMES OF OUR TEAM IN EXHIBITS

EVALUATION CRITERIA

Below is a discussion of how AEI meets and exceeds the evaluation criteria for completing all the requirements of Physical Needs Assessments and Energy Audits:

4.1 Experience:

AEI has also completed over 2,000 HUD Scope Physical Needs Assessments (PNAs) and over 1,100 Energy Audits for various clients over the past 10 years and over 700 PNAs for Public Housing Authorities since 2014. AEI is an industry leader in the HUD due-diligence consulting world for Public Housing Authorities, municipalities, and HUD insured lenders.

4.2 Qualifications:

AEI has very experienced engineers, cost estimators, and energy auditors on staff to complete this assessment. Furthermore, AEI's project manager; a leading expert in the industry, Jeb Bonnet has over 25 years of experience and Matt Snow has 17 years of experience, they both have a strong understanding of this project. AEI's project team also has substantial experience in preparing reports with the exact same scope of work which is required by Bayonne Housing Authority

4.3 Approach/Work Plan

HUD Physical Needs Assessment & ASTM E2018-15

The general purpose of this HUD Physical Needs Assessment Report is to assist our client in understanding the condition of the property by providing recommendations for the expected capital repair and replacement costs that the property may reasonably encounter during the projection period covered by this report. Assessments and recommendations are based upon a review of readily available public and private documents pertaining to the property, interviews with knowledgeable people associated with the property, as well as walk-thru survey of the readily accessible site improvements and buildings. The assessment is intended to identify and describe the building and site systems, to assess the overall condition of the systems compared to industry standards, to identify conspicuous deficiencies, and to project a reasonable estimate of life-cycle costs and remaining useful life for site and building systems.

AEI also understands that this Physical Needs Assessment Report may be intended to assist the client in the process of completing a loan approval for the subject property. Factors that may affect our recommendations include the availability of historical records, the consistency and disclosure of the management's maintenance practices, and the availability of reliable disclosure of property conditions. The property survey and related report is intended to assist our client in the evaluation of the physical aspects of the subject property and how its condition may affect the soundness of their financial decisions over time.

No assessment can wholly eliminate the uncertainty regarding the presence of physical deficiencies and performance of the building systems. According to the ASTM guidelines, a Physical Needs Assessment is intended to reduce the risk regarding potential building system and component failure. The ASTM standard recognizes the inherent subjective nature of the assessment regarding such issues as workmanship, quality of care during installation, maintenance of building systems and remaining useful of the building system. Assessments, analysis, and opinions expressed within this report are not representations regarding either the design integrity or the structural soundness of the property or components.

PNA FIELD INSPECTION: After a comprehensive review of plans, prior reports and energy consumption data, AEI will conduct a field inspection of the buildings and grounds of each property. AEI will also tailor

the field inspection based upon the document reviews conducted prior to the site visits. At a minimum, the following areas will be surveyed:

- All Buildings will be surveyed (roofs, mechanical areas, common areas, cellars, basements, exteriors).
- All Site areas (100%) will be surveyed including the exterior of the scattered sites.
- 25% Unit inspections will be completed (Communities and Scattered Sites)
- Representative unit interiors (25%) will be inspected for the Scattered site portfolios.
- Representative building exteriors will be surveyed.
- Representative building mechanical rooms will be surveyed.
- A representative sampling of building interior areas will be surveyed. Emphasis will be placed on those units which are more susceptible to damage such as corner units, top floor units, etc.
- All Assets will be inventoried and the condition of same will be assessed as part of the PNA.
- Particular attention to the Americans with Accessibility Act will be paid to common areas, the leasing office and all areas of public accommodation. Field measurements will be taken.
- An inventory of various building systems and equipment, it's effective age and condition will be taken during the field inspections. This information will be transposed to the various report sections: (Narrative Write-Up, Photo Documentation & Excel Cost and Reserve Tables)
- Costs associated with fire & life safety issues, deferred maintenance and a long-term capital reserve extending out to 20 years (per HUD Guidelines)

LEVEL II ASHRAE ENERGY AUDIT & INSPECTION

The scope of work for this energy audit is intended to meet the industry best practice for the assessment of a building's energy performance including the baseline annual energy and water use and cost calculations as well as the projected upper and lower range of energy and water use and cost considering the impact of the primary independent variables (historical weather, occupancy, and operating hours). Additionally, the scope of work includes industry best practice performance benchmarking of the subject property's energy key performance indicators to its relevant peer groups at the national to local market level and the identification of green building performance attributes that may add financial asset value. Finally, the energy audit report concludes with specific recommended energy and water conservation and cost savings measures that meet the client's energy efficiency investment criteria.

AEI will perform the following tasks to complete each Level II ASHRAE Energy Audit:

- A detailed building survey, including energy and water consumption and peak demand analysis.
- Interviews with knowledgeable persons (i.e. owners, property managers, tenants)
- Obtain and review information related to energy and water use at the property (must be provided from client, owner, operator, or key site manager)
- Identify and provide the savings and cost analyses of all practical efficiency measures (EEMs or ECMs) that meet the Owner's/Operator's constraints and economic criteria, along with proposed changes to operation and maintenance (O&M) procedures.
- Analyze records related to energy consumption and water usage for comparison to comparable properties nationwide utilizing Energy Star Portfolio Manager.
- If the Property Owner is unwilling or unable to provide building energy and water use and cost information, the energy audit cannot be performed accurately.
- Report includes photographs, graphs, and discussion of following topics relative to the site.
- Energy Performance and CO2 emitted annually (Carbon Footprint)
- The results of the Energy Audit may indicate that potential energy savings may be realized by upgrading components and building systems.

Each housing community will have a Level II Energy Audit (EA) prepared. The EA will also be included in the PCA as an appendix. Results and a discussion of potential energy savings and energy conservation measures will be included in the PNA narrative.

ADA, SECTION 504 & UFAS INSPECTIONS

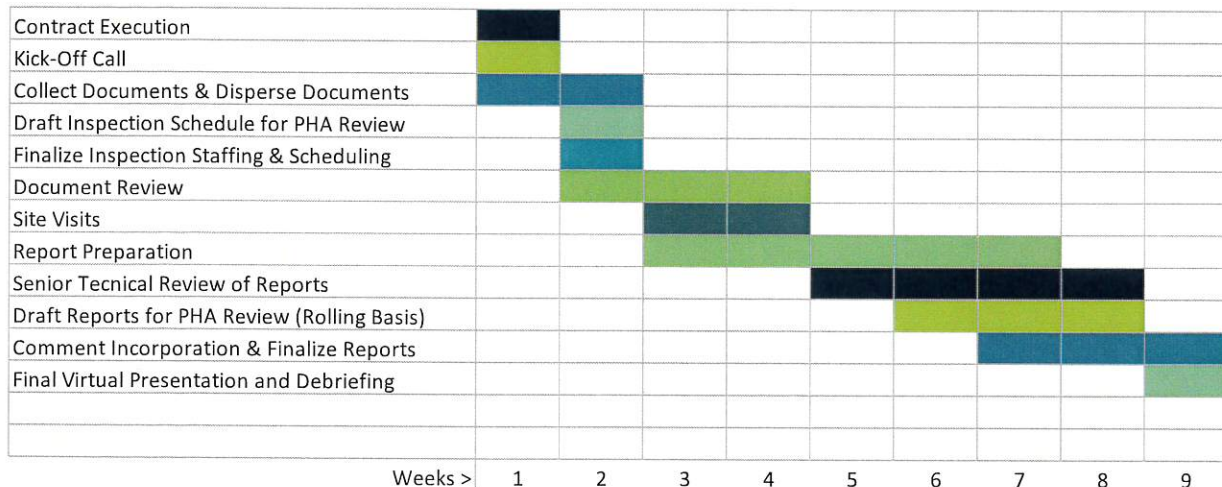
AEI's field inspection team will review any previous ADA/UFAS Assessments (if any). From this review, AEI will develop checklists for each community to determine if those improvements have been made. AEI will also complete a full ADA review of the properties and public accommodations and take field measurements during that time. AEI's field team will also take measurements in each complex's Accessible units for UFAS and Section 504 accessibility requirements. This inspection will also include a plan review and field verification for engineering constraints (CMU Bearing Walls, plumbing and electrical lines, etc.) which may prohibit obtaining full compliance. A representative sampling (determined by AEI's field team) of the Accessible units will be completed. AEI's team will be providing quality control and final technical review for this portion of the project. Cost estimates and recommendations will be included in the narrative PNA reports.

DATA ANALYSIS & REPORTING

After the field inspections have been completed, AEI will compare field data to information gathered from our documentation and plan review. This will be completed by all the disciplines working on the project; Physical Needs, Energy Auditor & ADA/UFA review. The following deliverables will be provided.

- Physical Needs Assessment Report (including UFAS & ADA Audit)
- 20 Year Capital Reserve Schedule for Critical & Non-Critical Repairs
- Cost Estimates associated with future physical needs, energy conservation, ADA & UFAS upgrades)

Timeline



Appendix 2: Cost Proposal

The contractor shall propose a firm fixed fee for all work performed under this RFP. The fee will be broken down to reflect the fee for the PNA, Energy Audit, and total fee as reflected herein. The fee breakdown shall be inclusive of all costs, including but not limited to labor, material, supplies, and other costs. The fee shall be broken down by the component parts as follows:

PART A

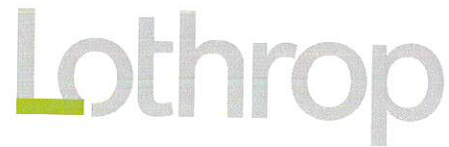
<u>PNA.</u>	<u>Total Cost.</u>	\$197,322.75
<u>Energy Audit.</u>	<u>Total Cost.</u>	\$96,963.97
<u>Grand Total.</u>	<u>Total Cost.</u>	\$294,286.72

Firm/Company Name: Lothrop Associates Architects Inc.

Firm's Authorized Representative: Arthur J. Seckler, III, Principal

Signature:





William Simmons, AIA - AI 18816
John Cutsumpas, AIA - AI 17640
Robert Gabalski, AIA - AI 21401

PART B -PNA COST PROPOSAL

A. Labor: A breakdown for each position and for all positions combined.

Position	Hourly Rate	Estimated Hours	Total
Principal (LAA)	\$225.00	40	\$9,000.00
Senior Associate (LAA)	\$200.00	60	\$12,000.00
Project Architect (LAA)	\$175.00	100	\$17,500.00
Senior Technical Designer (LAA)	\$160.00	60	\$9,600.00
Technical Designer (LAA)	\$150.00	60	\$9,000.00
National Client Coordinator (AEI)	\$110.00	10	\$1,100.00
Project Manager (AEI)	\$140.00	50	\$7,000.00
Project Manager (AEI)	\$140.00	210	\$29,400.00
Senior Project Manager (AEI)	\$175.00	64	\$11,200.00
Director(AEI)	\$100.00	20	\$5,700.00

B. Direct Cost. Direct costs are that which can be identified specifically with a project and there for are charged to that project.

Cost Element	Total
Materials	\$0
Travel	\$2,000.00
Misc Expenses	\$1,000.00
Total Direct Costs	\$3,000.00

C. Indirect Costs, if applicable. Indirect Costs are costs that are incurred for common or joint objectives and therefore cannot be readily and specifically identified with a particular direct project or activity.

Cost Element	Total
Labor	\$10,000.00
Non-Labor	\$12,000.00
Total Indirect Costs	\$22,000.00

D. Subtotal. Subtotal of all labor direct and indirect costs.

<i>Subtotal Total Labor, Direct and Indirect Cost</i>	<i>\$139,500.00</i>
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E. General, Administrative and Overhead. State the percentage and total costs.

Cost Element	Total
General (2%)	\$4,185.00
Administrative (5%)	\$6,975.00
Overhead (15%)	\$20,925.00
Total	\$32,085.00

F. Profit. State the percentage and total cost

Percentage	15%	Total	\$25,737.75
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G. Total PNA Cost Proposal

<i>Total PNA Cost</i>	<i>\$197,322.75</i>
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PART C -ENERGY AUDIT COST PROPOSAL

A. Labor: A breakdown for each position and for all positions combined.

Position	Hourly Rate	Estimated Hours	Total
Principal (LAA)	\$225.00	10	\$2,250.00
Senior Associate (LAA)	\$200.00	20	\$2,000.00
Project Architect (LAA)	\$175.00	40	\$7,000.00
Senior Technical Designer (LAA)	\$160.00	0	\$0.00
Technical Designer (LAA)	\$150.00	0	\$0.00
National Client Coordinator (AEI)	\$110.00	5	\$550.00
Project Manager (AEI)	\$140.00	50	\$7,000.00
Project Manager (AEI)	\$140.00	187	\$26,180.00
Senior Project Manager (AEI)	\$150.00	20	\$3,000.00
Director(AEI)	\$285.00	2	\$570.00

B. Direct Cost. Direct costs are that which can be identified specifically with a project and there for are charged to that project.

Cost Element	Total
Materials	\$0
Travel	\$2,000.00
Misc Expenses	\$1,000.00
Total Direct Costs	\$3,000.00

C. Indirect Costs, if applicable. Indirect Costs are costs that are incurred for common or joint objectives and therefore cannot be readily and specifically identified with a particular direct project or activity.

Cost Element	Total
Labor	\$5,000.00
Non-Labor	\$12,000.00
Total Indirect Costs	\$17,000.00

D. Subtotal. Subtotal of all labor direct and indirect costs.

<i>Subtotal Total Labor, Direct and Indirect Cost</i>	<i>\$68,550.00</i>
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E. General, Administrative and Overhead. State the percentage and total costs.

Cost Element	Total
General (3%)	\$2,056.50
Administrative (5%)	\$3,427.50
Overhead (15%)	\$10,282.50
Total	\$15,766.50

F. Profit. State the percentage and total cost

Percentage	15%	Total	\$12,647.47
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G. Total Energy Audit Cost Proposal

<i>Total Energy Audit Cost</i>	<i>\$96,963.97</i>
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