



## Request for Quote: Architect Services

Vendor Search Dates:                      Start:                      End:

Good morning,

We are soliciting quotes from qualified persons or companies to provide Architect Services. We are a tax exempt organization which should be taking into account for this proposal. This scope is for a single-family residential projects (listed below) located in Paterson, NJ. Once written request is received, we ask that all proposals are **submitted within 10 business days**. Any questions regarding this proposal can be sent to Diomedes Vargas, Construction Project Manager, Paterson Habitat for Humanity, via email: [dee@patersonhabitat.org](mailto:dee@patersonhabitat.org) or call the office: **973-930-2849**, or Felix E. Rodriguez, Property Manager, via email: [felix@patersonhabitat.org](mailto:felix@patersonhabitat.org) or call, **973-595-6868 ext 109**.

### Addresses:

1. 221-223 Summer St Paterson NJ Block: 3610 Lot:28

### Scope of Work by address:

- Design the following for a duplex building:
  - Provide initial consultation to determine scope of project.
  - Provide design of project based on initial consultation input and any follow-up conversations.
  - Provide electronic project plans and elevation drawings for initial review.
  - Coordinate engineering review of drawings and provide reimbursement receipt as needed
  - Be available for additional project design refinement meetings of the plans/elevations. As needed
  - Be available for final working drawings review meeting. As needed
  - Provide electronic working drawings to obtain bids from contractors.
  - Prepare 5 sealed drawings for permit submission including :
    - A-1 Foundation Plans
    - A-2 Floor Plans
    - A-3 Elevations
    - A-4 Framing Drawings
    - A-5 Electric Plans
    - A-6 Energy star Notes

### Project Clarifications

1. Contractor is responsible for site clean up
2. PHFH is responsible for permit costs.
3. Out-of-state sale, exempt from sales tax
4. PHFH is responsible for material.

## Diomedes A Vargas

### Project Manager

Passaic County Habitat for Humanity

146 North 1<sup>st</sup> Street, Paterson, NJ 07522

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Cell: **973) 930-2849(prefered)**

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