TO: Director, Housing Management Bureau
NYS NYS Division of Housing and Community Renewal
25 Beaver Street, NY, NY 10004

DATE: _____

HM-23AE

FROM: **Housing Authority/Company** _____ DHCR # _____

SUBJECT: **AWARD OF ARCHITECTURAL/ENGINEERING SERVICES CONTRACT for**

_____

Based on our evaluation of the submitted proposal(s), we request your approval to award the above contract to the firm of _____ for the fee of $_____. Division form HM-180AE

"Notification of Intent to Solicit Proposals for A/E Services" was submitted on _____and Division approval was received on _____(copy of approval attached). Proposals were based on identical Request for Proposals (RFP) and scope of services. Two copies of the recommended contract and proof of satisfactory insurance coverage are enclosed. The Housing Authority/Company has taken affirmative action steps to solicit proposals from minority and women owned business enterprises. Copies of all proposals received are enclosed and a listing of all consultants invited to submit proposals is as follows (USE ADDITIONAL SHEETS IF NECESSARY):

Firm Name	**Fee** (Dollars)	**Note "MBE" if firm is Minority, "WBE" if Women-Owned**

Funds are available and will be charged to Account # _____

If over $50,000 for Housing Authority, or if required by regulation or program policy, the proposed contract was publicly advertised at least twenty (20) days before the due date of proposals, as in the attached newspaper notices. The Housing Company/Authority counsel has initialed the face of the contract to indicate review of proposals and contract documents, and approval of them as to form.

Signature: _____

Name/Title: _____
(please print)

Submit original and one copy of this form to Division; retain one copy.

(FOR DHCR USE ONLY) **Date:**

[ ] The Division approves award as recommended by your Authority/Company, subject to the comments below.

[ ] DISAPPROVED for the following reasons:

DATE STAMP

Reviewed by: _____ **Title:** _____

Approved by: _____ **Title:** _____

Circle Distribution: H.C. Pres., M.G.P., Man. Agt., H.A. Chairperson, Exec. Dir., MGMT, A&E, FHEO, File