

## **REQUEST FOR PROPOSALS**

### **FOR PROFESSIONAL HOUSING MANAGEMENT AND TECHNICAL ASSISTANCE SERVICES**

The Housing Authority of the Township of Old Bridge (hereinafter referred to as “the Authority”) requires the services of a qualified individual or firm to provide the Authority with necessary housing management and technical assistance consultant services. The Authority administers a Section 8 Housing Choice Voucher Program and a COAH Program account. The Authority’s fiscal year began on January 1, 2024.

#### **Scope of Services**

**The selected consultant shall be required to provide the HOUSING MANAGEMENT AND TECHNICAL ASSISTANCE CONSULTANT SERVICES set forth in Exhibit “A” hereof for a period of twelve (12) months, on an estimated basis of ten (10) hours per month.**

#### **Proposal Requirements**

**Respondents are required to complete and sign a copy of the attached form entitled “CONTRACT” and submit same with their response to this RFP.**

Proposals shall include:

A description of the respondent’s qualifications and experience (see specifics cited below); respondent’s hourly billing rates for all categories of staff who will be assigned to perform contract services if a contract is awarded; other charges, if any to be billed under the contract; and the respondent’s proposed total contract fee.

forth here in on of respondent’s qualifications and experience shall evidence/demonstrate possession of a broad and practical knowledge of HUD regulations, requirements, and rules and federal law and applicable procedures pertaining to the Scope of Services set forth herein; strong analytical, interpretive, oral and written communication skills, particularly with regard to said Scope of Services; and skills, capabilities and work experience of a level that would assure completion of the contract services in a timely and satisfactory manner.

#### **Evaluation Criteria**

Proposals will be evaluated based on the degree to which a respondent meets the qualifications and experience requirements; and the degree of acceptability of his/her/its proposed hourly billing rates, other charges, if any and the total contract fee. A weight of 0% to 75% will be assigned to his/her/its qualifications and experience and a weight of 0% to 25% will be assigned to his/her/its proposed hourly billing rates, other charges, if

any, and total contract fee, based on the degree of acceptability of same to the Housing Authority.

### **Contract Award**

It is the Housing Authority's intent to award a contract for the services required hereunder to the respondent whose proposal that, when evaluated, most successfully meets the stated evaluation criteria and therefore achieves the highest ranking.

The Housing Authority retains the right to reject any and all proposals or to award a contract to the respondent whose proposal is deemed to be most advantageous to the Authority, taking into consideration the evaluation factors cited above. Unsuccessful offerors will be notified in writing promptly if a contract award is made under this RFP; such notice will identify the offeror selected and provide the unsuccessful offerors an opportunity for a debriefing meeting with the Authority's contract officer to discuss any relevant questions.

### **Submission of Proposals**

**Proposals (original + 2) shall be delivered to the Old Bridge Township Municipal Clerks Office no later than 10:00 AM on Thursday, the 16th day of May 2024, at which time they will be publically opened and read aloud. Proposals shall be addressed as follows:**

Kathryn Hutchinson, Municipal Clerk  
Old Bridge Township Complex  
1 Old Bridge Plaza  
Old Bridge, NJ 08857

**All proposals shall be submitted in sealed envelopes – the wording “Housing Management and Technical Assistance Consultant Services” shall appear on the face thereof.**

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Kathryn Hutchinson,  
Municipal Clerk

Issued: April 18, 2024

Attachments: Proposal Evaluation Documents  
Proposed Contract  
Disclosure of Ownership Form

## **PROPOSAL EVALUATION DOCUMENTS**

The Authority's Review and Evaluation Committee will utilize the following format in its evaluation process:

Proposal was received by due date:            \_\_\_\_\_ True            \_\_\_\_\_ False

Respondent's name does not appear on HUD list of debarred, suspended or ineligible contractors:            \_\_\_\_\_ True            \_\_\_\_\_ False

Proposal submitted complies with the Proposed Requirements set forth in the RFP:            \_\_\_\_\_ True            \_\_\_\_\_ False

**(Complete the following if the above three are marked "True")**

<u><b>Proposal Evaluation Factor</b></u>	<u><b>Maximum Weight To Be Assigned*</b></u>	<u><b>Weight Assigned</b></u>
a. Degree to which respondent evidences possession of desired qualifications.	<u>10%</u>	_____
b. Degree of which respondent evidences possession of desired work related skills	<u>10%</u>	_____
c. Degree to which respondent evidences possession of desired experience and competence in the type of work required under the RFP.	<u>10%</u>	_____
d. Degree to which respondent evidences/ demonstrates possession of ability to provide required expertise to successfully perform the specified scope of work	<u>10%</u>	_____
e. Degree to which respondent evidences possession of specialized experience in areas		

related to the specified work scope	<u>5%</u>	_____
f. Degree to which respondent demonstrates his/her/its understanding of the specific services to be provided to the HA; evidences knowledge and familiarity with the operations of the HA and the types of programs, projects and activities administered by the HA as same relate to the specified work scope	<u>20%</u>	_____
g. Degree to which respondent evidences financial stability and strength, and capability and capacity to accomplish the specified work scope in a timely and satisfactory manner	<u>10%</u>	_____
h. Degree of acceptability of respondent's proposed fee and, if applicable, other charges for performance of the specified work scope	<u>25%</u>	_____

**Total Weight Assigned  
(Sum of a. thru h. above  
Same cannot exceed 100%)**

**\*The combined weights assigned for qualifications and experience factors, items a. thru g. above should not exceed a total of 75% nor should the weight assigned to the fee factor, item h. above, exceed 25%.**

**Note: The higher the weight assigned, the more acceptable the proposal.**

**Rating Key:**

**Factors a. thru d. and g.**

Excellent	10% points
Very Good	9% points
Good	8% points
Satisfactory	7% points
Unsatisfactory	0% points

**Factor e.**

Excellent	5% points
Very Good	4% points
Good	3% points
Satisfactory	2% points
Unsatisfactory	0% points

**Factor f.**

Excellent	20% points
Very Good	18% points
Good	16% points
Satisfactory	14% points
Unsatisfactory	0% points

**Factor h.**

**WITHIN HOUSING AUTHORITY BUDGET  
OVER HOUSING AUTHORITY BUDGET**

**25% points  
0% points**

**Scope of Housing Management and Technical Assistance Consultant Services**

**The services to be provided shall be as follows:**

1. Update the Authority's operational policies and procedures pertaining to procurement, inventory control, personnel, financial, management and maintenance programs. Recommend changes deemed necessary to improve efficiency, increase effectiveness, and assure compliance with HUD requirements.
2. Where required prepare new operating policies and procedures for the Authority.
3. Prepare necessary guide-form documents to assure operational efficiency and effectiveness.
4. Assist the Authority in the development of long and short-term goals, objectives and new initiatives.
5. Provide Technical Assistance and advisory services with regard to Authority's operational matters.
6. Prepare applications for funding assistance and provide related assistance.
7. Assist the Authority in responding to HUD findings and recommendations resulting from fiscal audits, management reviews, etc.
8. Provide necessary technical advisory services with regard to interpretation of HUD directives and compliance with such directives, and implementation of new and revised operational policies and procedures.
9. Prepare necessary reports.
10. Act as liaison between the Authority and HUD, when required.
11. Perform related work, as required.

**CONTRACT**

**THIS AGREEMENT** made this \_\_\_\_\_ day \_\_\_\_\_, 20\_\_ by and between

\_\_\_\_\_  
Corporation/Partnership/Individual doing business as: (State)  
(strike out inapplicable term)

hereinafter called the “Contractor”, and the Housing Authority of the Township of Old Bridge, a duly authorized and existing Housing Authority (hereinafter referred to as the “Authority”).

**WITNESSETH:** That the Contractor and the Authority for the consideration stated hereinafter mutually agree as follows:

**ARTICLE 1. STATEMENT OF WORK:** The Contractor shall furnish all labor, material, equipment and services and perform and complete all work required in strict accordance with the Request for Proposals, dated \_\_\_\_\_, and the Contractor’s Proposal as submitted, dated \_\_\_\_\_, which documents are incorporated by reference herein and made a part hereof.

**ARTICLE 2. STANDARD OF WORK:** All work shall be performed to a high standard as compared to the quality of work normally and customarily performed in the local area and is in accord with the specifications and standards set forth in the Contractor’s Proposal and the Request for Proposals.

**ARTICLE 3. CONTRACT PRICE:** The Authority Shall pay the Contractor for the performance of the Contract, subject to additions and deductions as provided in the Request for Proposals, the sum of \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
**ARTICLE 4. PAYMENT:** The Authority shall pay the Contractor monthly within thirty (30) days of an invoice being received by the Authority from the Contractor for services performed for the previous month. Such invoice shall specify the actual dates on which such services were provided; the number of hours of service provided during the billing period; the total amount billed; and shall also provide brief descriptions of the actual work performed on each date.

It is understood and agreed that the Contractor will not bill for travel time, unless such travel is authorized in advance, and in writing by the Authority’s Executive Director.

**ARTICLE 5. TERM OF CONTRACT:** The term of this contract shall begin when a Notice To Proceed is issued by the Authority to the Contractor, and shall be completed within one (1) year of the date first above written.

**ARTICLE 6. CONTRACT DOCUMENTS:** The Contract shall consist of the following documents:

- A. This Contract
- B. Part II, Terms and Conditions
- C. Request for Proposal; and
- D. Contractor's Proposal
- E. Disclosure of Ownership Form

This instrument together with the other documents enumerated in this Article 6, which said other documents are as fully a part of the Contract as hereto attached or herein repeated.

IN WITNESS WHEREOF, with the intent to be legally bound, the parties hereto have executed this contract as of the day and year first above written.

IN WITNESS HEREOF, the Authority and Contractor have executed this Agreement the day and year first above written.

\_\_\_\_\_  
(Name of Housing Management & Technical Assistance Contractor)

BY \_\_\_\_\_  
(Name/Signature) (Date)

HOUSING AUTHORITY OF THE TOWNSHIP OF OLD BRIDGE  
(Name of Public Housing Agency)

BY \_\_\_\_\_  
(Name and Title of authorized officer) (Date)



DISCLOSURE OF OWNERSHIP FORM

N.J.S.A. 52:25-24.2 reads in part that “no corporation or partnership shall be awarded any contract by the state, County, Municipality or School District, or any subsidiary or agency thereof, unless prior to the receipt of the submission of the corporation or partnership, there is provided to the public contracting unit a statement setting forth the names and addresses of all individuals who own 10% or more of the stock or interest in the corporation or partnership.”

1. If the professional service entity is a partnership, then the statement shall set forth the names and addresses of all partners who own a 10% or greater interest in the partnership.
2. If the professional service entity is a corporation, then the statement shall set forth the names and addresses of all stockholders in the corporation who own 10% or more of its stock of any class.
3. If a corporation owns all or part of the stock of the corporation or partnership providing the submission, then the statement shall include a list of the stockholders who own 10% or more of the stock of any class of that corporation.
4. If the professional service entity is other than a corporation or partnership, the contractor shall indicate the form of corporate ownership as listed below.

COMPLETE ONE OF THE FOLLOWING STATEMENTS:

- I. Stockholders or Partners owning 10% or more of the company providing the submission:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

- II. No Stockholder or Partner owns 10% or more of the company providing this submission:

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

- III. Submission is being provided by an individual who operates as a sole proprietorship:

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

- IV. Submission is being provided by a corporation or partnership that operates as a (check one of the following):

\_\_\_\_\_ Limited Partnership      \_\_\_\_\_ Limited Liability Corporation

\_\_\_\_\_ Limited Liability Partnership      \_\_\_\_\_ Subchapter S corporation

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_