

REQUEST FOR PROPOSALS
FOR PROFESSIONAL SERVICES

The Housing Authority of the City of South Amboy (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 owns and manages 252 units of public housing.

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

Proposals shall include:

Respondent’s completed Non-Collusive Affidavit; Respondent’s completed Company Information Sheet (form enclosed); 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.

The description 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 Housing Authority no later than 1:00 PM on Wednesday, the 5th day of June, 2024, at which time they will be publically opened and read aloud. Proposals shall be addressed as follows:

Lawrence Stratton, Director of Operations
South Amboy Housing Authority
250 South Broadway
South Amboy, NJ 08879

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

Lawrence Stratton,
Director of Operations

Issued: May 2024

Attachments: Proposal Evaluation Documents
 Proposed Contract

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>Proposal Evaluation Factor</u>	<u>Maximum Weight To Be Assigned*</u>	<u>Weight Assigned</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	6% to 0% points

Factor e.

Excellent	5% points
Very Good	4% points
Good	3% points
Satisfactory	2% points
Unsatisfactory	1% or 0% points

Factor f.

Excellent	20% points
Very Good	19% points
Good	18% points
Satisfactory	17% points
Unsatisfactory	16% to 0% points

Factor h.

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

**25% points
0% points**

EXHIBIT "A"

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.

EXHIBIT "B"

CONTRACT

THIS AGREEMENT made this _____ day _____, 2024 by and between

Corporation/Partnership/Individual doing business as: _____ (state)
(strike out inapplicable term)

Hereinafter called the "Contractor", and the Housing Authority of the City of South Amboy, 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 June 2024, and the Contractor's Proposal as submitted, dated _____, 2024, 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. Company Information Sheet

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) (Date)

HOUSING AUTHORITY OF THE CITY OF SOUTH AMBOY
(Name of Public Housing Agency)

BY _____
Chairman (Date)

ATTEST:

HOUSING AUTHORITY OF THE
CITY OF SOUTH AMBOIY

By _____
Secretary

