

REQUEST FOR PROPOSALS

Consulting Services

Due 5/27/21 by 11:00 AM

*Hackensack Housing Authority
65 First Street
Hackensack, New Jersey 07601
201 342-4280*

Legal Advertisement
REQUEST FOR PROPOSALS

The Housing Authority of the City of Hackensack, New Jersey will accept proposals for Technical Consulting Services to assist the Authority in the administration of its programs. All services must comply with state and local laws and be in accordance with the existing rules, orders, directives, regulations and handbooks promulgated by the United States Department of Housing and Urban Development.

The services that are requested will be as follows:

- 1) Provide technical assistance and advice to the Board of Commissioners regarding policy issues concerning:
 - a) Capital Improvement Planning
 - b) Procurement & Purchasing
 - c) Proposed and suggested changes in policies for conformance with applicable regulations
 - d) Assist the board in their review of the Executive Director's job performance as requested
 - e) Provide assistance and direction in matters concerning the Rental Assistance Demonstration Program (RAD).
- 2) Provide technical assistance and advice to the Executive Director regarding programmatic issues concerning:
 - a) Staff training
 - b) HUD electronic submissions
 - c) Public Relations
 - d) Procurement related issues, including assistance in developing Request for Proposals (RFPs).

g) Assist in development of job descriptions and preparation of employment advertisements

h) Assistance and advice in developing routine & preventative maintenance plans.

3) Act as liaison in dealing with Bergen County concerning the contract for maintenance of 40 Passaic Street including invoicing and development of the annual contract;

4) Train staff as required;

5) Assist in the preparation of the monthly meeting agendas and attend monthly meetings of the Board of Commissioners;

6) Must be available to meet with the Executive Director and Board of Commissioners on an as-needed basis.

7) Other matters as directed by the Board of Commissioners & Executive Director

8) Must be present on site-1 day per week as per a schedule established by the Executive Director and attend monthly meetings.

Qualifications:

1) Must have at least five (5) years' experience performing these services at other PHAs.

2) Must be approvable by the United States Department of Housing and Urban Development to provide these services.

Proposal Submission:

All persons interested in submitting a proposal for the Consulting services should submit a proposal based upon a flat annual fee. The following items should be included in the proposal:

- 1) Proposal Submission Sheet;
- 2) Listing of similar work that the firm has previously completed;
- 3) Listing of references;
- 4) New Jersey Business registration form;
- 5) Evidence of Professional Liability & Workers Compensation Insurance

Proposals should be delivered to the Housing Authority of the City of Hackensack, 65 First Street, Hackensack, New Jersey by 11:00 A.M. on or before Wednesday, May 27th, 2021. The Housing Authority will evaluate all proposals according to its "Competitive Proposal Evaluation System." All proposals for consulting services should be submitted on the required proposal submission sheet. This sheet should be the first page of your proposal.

ANTHONY FEORENZO

Executive Director

**Hackensack Housing Authority
65 First Street
Hackensack, New Jersey
07601**

Technical Consulting Services

PROPOSAL SUBMISSION SHEET

- 1) Name/Address of Firm:

- 2) Telephone Number:

- 3) Contact Person:

- 4) Amount of Annual Fee:
 2019/20:
 2020/21:

- 5) Hour Rate (for additional Services):

- 6) Amount of any expected reimbursable:

Signature

Date:

COMPETITIVE PROPOSAL EVALUATION SYSTEM

Professional Services

Type of Services: Consulting

Name/Address of Respondent:

- 1) Demonstrated experience and competence in this type of work (20 Points). _____
- 2) Familiarity with the Hackensack Housing Authority's Programs in specific and HUD rules and regulation in general (30 Points). _____
- 3) Capability and capacity to accomplish work within the required time period (20 Points). _____
- 4) Geographic location of the firm relative to the proximity to the Housing Authority (10 Points). _____
- 5) Specialized experience of key personnel in Housing Authority Programs (20 Points). _____
- 6) Firm's Equal Opportunity Policy. Each bidder must ensure that all employees and applicants for employment are not discriminated against because of race, color, religion, sex or national original (10 Points). _____
- 7) Price (20 Points). _____

Total Point Score: _____

Narrative Review of Proposal: _____

Legal Advertisement

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The Housing Authority of the City of Hackensack, New Jersey will accept proposals for the following services:

“Technical Consulting Services”

It is the Housing Authority's desire to retain duly qualified, competent and capable consultant. All services must be in accordance with the existing laws, rules, orders, directives and regulations governing these services and supplies.

All persons interested in submitting a proposal for consulting services should contact the Housing Authority of the City of Hackensack in order to receive a copy of the formal Request for Proposals. The RFP specifies the scope of the services and the requirements for submitting proposals.

All proposals must be submitted the office of the Housing Authority of the City of Hackensack, 65 First Street, Hackensack, New Jersey on or before Wednesday, May 27th, 2021 by 11:00 AM.

The Housing Authority reserves the right to reject any and all proposals received for these services. It also reserves the right to terminate the vendor, for convenience, at any time during the term of the contract.

ANTHONY FEORENZO
Executive Director