

# REQUEST FOR PROPOSALS

Consulting Services  
New Jersey Community Solar Program

Due: August 28, 2025, by 11:00 AM

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

## 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 procuring energy related services under the New Jersey Community Solar Program. All services must comply with federal, state and local laws

### **Scope of services**

The services that are requested will be as follows:

- 1) Provide technical assistance and advice to the Hackensack Housing Authority regarding The New Jersey Community Solar Program (Community Distributed Generation of Community Solar Program).
- 2) The services shall be for all six (6) of the Housing Authority's buildings with individual billing credit discounts per location.
- 3) Prepare a Request for Proposals for the Community Solar Program in accordance with the Competitive Contracting requirement in N.J.S.A. 40A:11-4.5.
- 4) Assist the Housing Authority in reviewing, evaluating and recommending the best proposal for approval by the Board of Commissioners. The following factors should be utilized in evaluating proposals:
  - a. Financial Benefit to the HHA
  - b. Ability to offer an agreement with a 5-year term, with optional extension periods, not to exceed 20 years.
  - c. The ability to offer an agreement with a cancellation

clause for convenience.

- d. Identify financial and other potential risks associated with entering into a Community Solar agreement.
- e. Identify when the Housing Authority will start receiving savings.
- f. Identify if the provider will use the Housing Authority's account to qualify the project for the NJH LMI Solar adders and if they will be sharing the additional funds with the Housing Authority by increasing their credit discount.
- g. Assist the Housing Authority, prior to the initial 5-year term, in completing a new RFP so the Housing Authority can decide to renew the existing agreement or procure a new contract.
- h. Prepare a written analysis of all proposals received listing estimated KWH allocation, billing discount and estimated annual saving per location.

Qualifications:

- 1) Must have previous 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 these services should submit a proposal based upon a flat fee or a

percentage of the energy savings. 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 Thursday, \_\_\_\_\_, 2025. 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:

\$ \_\_\_\_\_  
\_\_\_\_\_ %

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 (30 Points). \_\_\_\_\_
- 2) Familiarity with the New Jersey Community Solar Program rules and regulations (30 Points). \_\_\_\_\_
- 3) Specialized experience of key personnel in the Community Solar Program (30 Points). \_\_\_\_\_
- 6) Price (10 Points). \_\_\_\_\_
- Total Point Score: \_\_\_\_\_

Narrative Review of Proposal: \_\_\_\_\_

**AGREEMENT FOR CONSULTING SERVICES**

THIS AGREEMENT made on \_\_\_\_\_, by and between \_\_\_\_\_  
the "Contractor") and the Housing Authority of the City of  
Hackensack, 65 First Street, Hackensack, New Jersey (the  
"Authority").

WITNESSETH, that the contractor and the Authority for the  
consideration stated herein agrees as follows:

ARTICLE 1. - Statement of Work

The contractor shall furnish all services as specified in the  
attached Request for Proposals relating to consulting services.

ARTICLE 2. - Time of Completion

Until Complete

ARTICLE 3. - Price:

\$ \_\_\_\_\_

% of savings \_\_\_\_\_

IN WITNESS WHEREOF, the parties hereto have caused this instrument  
to be executed the date and year first written above.

\_\_\_\_\_  
ANTHONY FEORENZO Executive Director

Date:

\_\_\_\_\_