

# **Requests for Proposals**

## **Financial Advisor**

**Due: December 13, 2018**

**At: 1:00 PM**



### **Carteret Housing Authority**

**96 Roosevelt Ave, Carteret, NJ 07008**

**(732) 541-6800 Phone**

**(732) 541-2867 Fax**

**Eric Chubenko, Executive Director**

**REQUEST FOR PROPOSALS  
FINANCIAL ADVISOR**

The Carteret Housing Authority hereby requests proposals for services of Financial Advisor. Copies of documents setting forth the scope of services, contract terms and conditions, proposal requirements, criteria for evaluation of proposals, and proposal submission requirements may be obtained from the Carteret Housing Authority by telephoning the Administrative Offices at 732-541-6800, or visiting such offices at 96 Roosevelt Ave, Carteret, NJ 07008, Monday through Friday between the hours of 9:00 AM and 3:00 PM. Proposals are due in an original and two copies submitted to the office of the Carteret Housing Authority, 96 Roosevelt Ave, Carteret, NJ 07008, Attention: Eric Chubenko on or before December 13, 2018 at 1:00PM. All proposals must be enclosed in a sealed envelope bearing on the outside the name of the bidder and the words: "RFP – Financial Advisor". The Housing Authority reserves the right to reject any and all proposals received for these services. It also reserves the right to terminate the consultant, for convenience, at any time during the term of the contract. This solicitation is being made in accordance with the New Jersey Local Unit Pay to Play law (NJSA 19:44A 20.4 et seq.) as a "fair and open" process. Eric Chubenko, Executive Director

**REQUEST FOR PROPOSALS  
FOR  
FINANCIAL ADVISOR**

The Carteret Housing Authority (hereinafter referred to as the “Authority”) requires the services of a qualified individual or firm to provide the Authority with necessary services as financial advisor relating to finalizing the conversion of 50 units of public housing to the Rental Assistance Demonstration (RAD) Program.

**SCOPE OF SERVICES**

The scope of services will include advising and providing opinions in assisting the Authority in completing the conversion of 50 units of public housing that have already received their CHAP under RAD. The scope of services would include proceedings before various agencies of the State of New Jersey, the US Department of Housing & Urban Development and meetings of the Authority’s Board of Commissioners.

**PROPOSAL REQUIREMENTS**

Proposals shall contain a description of the respondent’s qualifications and experience including demonstration of prior experience as accountant\advisor relating to involvement in public financings regarding the implementation of the RAD program. A schedule of 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.

The description of respondent’s qualifications and experience shall evidence/ demonstrate possession of the knowledge of law and applicable procedures pertaining to the Scope of Services.

**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 80% will be assigned to his/her/its qualifications and experience: and a weight of 0% to 20% will be assigned to his/her/its proposed hourly billing rates, other charges, if any, contract fee, based on the degree of acceptability of same to the Authority.

**CONTRACT AWARD**

It is the Authority’s intent to award a contract for the service required thereunder in accord with competitive proposal procedures which provide for negotiations; however, if

the quality of the initial proposal received is such that no purpose would be served by conducting negotiations the Authority will award a contract without discussion/negotiations.

The 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. All proposers will be notified in writing promptly if a contract award is made under this RFP; such notice will identify the proposal selected.

#### SUBMISSIONS OF PROPOSALS

Proposals (original and two copies) shall be delivered to the Authority no later than 1:00 P.M. on the 13<sup>th</sup> day of December, 2018. Same shall be addressed as follows:

Carteret Housing Authority  
96 Roosevelt Avenue  
Carteret, New Jersey  
Tel (732) 541-6800

All proposals shall be submitted in sealed envelopes; the wording  
“PROPOSAL FOR FINANCIAL ADVISOR SERVICES”

Issued: November 29, 2018

Eric Chubenko, Executive Director

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

1. PROPOSAL WAS RECEIVED BY DUE DATE: \_\_\_\_\_ TRUE \_\_\_\_\_ FALSE
2. RESPONDENT'S NAME DOES NOT APPEAR ON HUD LIST OF DISBARRED, SUSPENDED OR INELIGIBLE CONTRACTORS:  
\_\_\_\_\_ TRUE \_\_\_\_\_ FALSE
3. PROPOSALS SUBMITTED COMPLIES WITH THE PROPOSED REQUIREMENTS SET FORTH IN THE RFP: \_\_\_\_\_ TRUE \_\_\_\_\_ FALSE

(COMPLETE THE FOLLOWING IF 1, 2, AND 3 ABOVE ARE TRUE)

<u>PROPOSAL EVALUATION FACTOR</u>	<u>MAXIMUM WEIGHT TO BE ASSIGNED*</u>	<u>ASSIGNED</u>
1. DEGREE TO WHICH RESPONDENT EVIDENCES POSSESSION OF DESIRED QUALIFICATIONS AND EXPERIENCED	_____ 80% _____	_____
2. DEGREE OF ACCEPTABILITY OF RESPONDENT'S PROPOSED FEE AND, IF APPLICABLE, OTHER CHARGES FOR PERFORMANCE OF THE SPECIFIED WORK SCOPE	_____ 20% _____	_____
TOTAL WEIGHT ASSIGNED (SUM OF 1 AND 2 ABOVE, SAME CANNOT EXCEED 100%)		_____

NOTE: The higher the weight assigned, the more acceptable the proposal.

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

RFP FINANCIAL ADVISOR SERVICES  
RATING KEY:

Factors 1

Excellent	80 points
Very Good	70 points
Good	60 points
Satisfactory	50 points
Unsatisfactory	0 points

NOTE: Points = % points

Factors 2

1. Lowest Responsible/Reasonable Fee Proposed	20 points
2. Within 5% of 1 above	15 points
3. Within 10% of 1 above	10 points
4. Within 15% of 1 above	5 points
5. Within 20% of 1 above	0 points

NOTE: The higher the overall rating assigned, the more acceptable the proposal is deemed to be.