

REQUEST FOR PROPOSALS

The Carteret Housing Agency will accept proposals for Technical Consulting Services to assist in completion of the conversion of public housing stock under HUD's Rental Assistance Demonstration Program (RAD) as well as to provide other technical program services as needed. All services must comply with state and local laws and be in accordance with the existing rules, orders, directives, regulations and handbooks promulgated by all applicable funding sources.

The services that are requested will be as follows:

1. The Consultant shall assist in finalizing the implementation of the program for 178 units that have already been converted under RAD, to complete the conversion of 50 additional units that have already received their CHAP under RAD.
2. Meet with residents, local officials, staff, board members and other stakeholders to fully explain the RAD program and its affect on the residents, including drafting letters to all comments;
3. Assist the Authority in selecting work-items that will be addressed as part of the rehabilitation;

4. Assist the Authority in meeting all milestones as prescribed under RAD, including electronic submission of all necessary documents;
5. Review all proformas and budgetary information for accuracy;
6. Meet with HUD officials on a regular basis to discuss the status of the application and milestones;
7. Provide all necessary guidance and recommendations to ensure that the project becomes a reality;
8. Meet with Housing Authority staff and board members to discuss the status of the conversion;
9. Assist the Housing Authority in closing the transaction within the HUD prescribed timeline;
10. To provide other services as requested by the Housing Authority;

Qualifications:

- 1) Must have at least five (5) years' experience performing these services.
- 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 an hourly rate for all services.

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 must be delivered to the Carteret Housing Authority, 96 Roosevelt Avenue, Carteret, New Jersey 07008, in a sealed envelope clearly marked "Technical Consulting Services", on or before 12:00pm on Thursday, December 13, 2018. The Carteret Housing Authority will evaluate all proposals according to its "Competitive Proposal Evaluation System." All quotes for consulting services should be submitted on the required proposal submission sheet. This sheet should be the first page of your proposal.

Eric Chubenko

Executive Director

Date: 11/29/18

Technical Consulting Services
RAD Program
PROPOSAL SUBMISSION SHEET

- 1) Name/Address of Firm:

- 2) Telephone Number:

- 3) Contact Person:

- 4) Hourly Rate Technical Management Services:
\$.00 per hour

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 RAD 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 county (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 Carteret Housing Agency will accept proposals for the following services:

“Technical Consulting Services”

It is the Housing Agency's desire to retain a 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 Authority via email at chaeric@aol.com or at 732-541-6800 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 to the Carteret Housing Authority, 96 Roosevelt Avenue, Carteret, New Jersey 07008, in a sealed envelope clearly marked “Technical Consulting Services”, on or before 12:00pm on Thursday, December 13, 2018.

The Housing Agency 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.

Eric Chubenko
Executive Director