

**Cape May Housing Authority
639 Lafayette Street
CAPE MAY, NJ 08204
Phone # (609)884-8703**

REQUEST FOR PROPOSALS

FOR

**RENTAL ASSISTANCE DEMONSTRATION (RAD)
CONSULTING**

**FOR THE
CITY OF CAPE MAY HOUSING AUTHORITY**

Carol A. Hackenberg, Executive Director

**DATE ISSUED: Wednesday, June 28, 2017
DATE CLOSES: Thursday, July 13, 2017**

The Housing Authority of the City of Cape May hereby invites consultants/developers to submit proposals for consulting services to evaluate the feasibility and applicability of implementing a Rental Demonstration Program (RAD) and preparing a submission of an application to the U.S. Department of Housing and Urban Development (HUD) in accordance with PIH Notice 2012-32, REV-1, July 2013.

The CMHA has 85 public housing units divided into both family and senior/disabled units, 3 developments, which are 1 AMP.

30 Family units consisting of:

2 story units-Townhouse/Row House Apartments

10 – 2 bedrooms

16 – 3 bedrooms

4 - 4 bedrooms

55 Senior/Disabled units consisting of:

Garden Type Apartments

22 – efficiency units

33 – efficiency units – 1 bedroom

The CMHA is interested in conversion of the 30 Family units only, at this time per HUD approval.

SCOPE OF WORK:

- 1. Preparation and submission of applications for family units and/or a combined approach consisting of both the 30 family units and the 55 senior/disabled units. However, if the feasibility study indicates that the conversion of all 85 units is necessary, HUD approval would have to be sought and granted first. Please submit a price for both conversion of 30 family units and all 85 units of family, elderly/disabled units.**
- 2. Meet with residents, local officials, staff, board members and other stakeholders to fully explain RAD program and its effect on the residents, including drafting letters to all comments.**
- 3. Assist in revising the Annual & Five year plans to ensure compliance with RAD program rules.**
- 4. Prepare necessary Request for Proposals (RFPs) in order to assemble the development team necessary to complete the transaction (including,**

but not limited to, financial investment banking services, tax credit consultant, market study, Physical Condition Assessment (PCA), architectural and the appraisal).

5. Prepare realistic and market justified development budgets, and operating proformas with sufficient detail to satisfy both RAD program and lender eligibility and evaluation criteria for family units and/or a combined approach consisting of both the 30 family units and the 55 senior/disabled units. Identify the best grouping of projects into one or several RAD applications.
6. Assist the Authority in selecting work-items that need to be addressed as part of the rehabilitation.
7. Assist the Authority in meeting all milestones as prescribed under RAD, including electronic submission of all necessary documents.
8. Assist in the removal from PIC in accordance with HUD's guidelines.
9. Review all forms and budgetary information for accuracy.
10. Meet with HUD officials, as needed, to discuss the status of the application and milestones.
11. Provide all necessary guidance and recommendations to ensure that the project becomes a reality.
12. Meet with Housing Authority staff and board members to discuss the status of the conversion.
13. Assist the Housing Authority in closing the transaction within the HUD prescribed timeline.
14. Other services necessary to complete the RAD conversion as requested by the Housing Authority.
15. Assess the adequacy of existing PNA's to identify needed improvements and satisfy RAD's GPCA 1 criteria; and assist in the development of a scope of work to secure a contractor to conduct a PNA that will satisfy the RAD criteria.
16. Create operating proformas to ensure conformance with HUD's program guidelines and lender requirements.

QUALIFICATIONS STATEMENT:

All persons interested in submitting a proposal for the Consulting services should submit a proposal based upon a percentage of the Total Development Cost with an hourly rate for all other services. The following items should be included in the proposal. As stated earlier two separate prices may be submitted for an initial 30 unit conversion and/or sequential submission for conversion of all 85 units.

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

The respondent's completed proposal shall also include:

- **A general description of the respondent including the nature of the business or organization, a brief summary of its history, its size and organizational structure. The description should include an identification of any subcontractors proposed to be used by the respondent and their expertise.**
- **The name, title(s) and contact information for the individual(s) authorized to negotiate and contractually bind the respondent. Proposals MUST be signed by an official authorized to contractually bind the respondent.**
- **The name, title(s) and contract information for the individual(s) who may be contracted by CMHA for purpose of clarification or the provision of additional information as necessary.**
- **The name, title(s) and contract information for the individual(s) to be assigned to work with CMHA including their current position with the organization. CMHA reserves the right at any time to request the contractor to remove and/or replace any assigned staff from CMHA properties.**
- **Examples of three(3) residential project sites the respondent is currently working on, or has worked on in the past five years that best demonstrates the respondent's ability to provide the requested services.**

CMHA will evaluate and score each complete proposal based on the criteria outlined below. Responses may receive a maximum score of one hundred (100) points subdivided as follows:

EVALUATION FACTORS	POINTS
Demonstrates experience and competence in this of work	20
Familiarity with HUD regulations and the Scope of Services named in the RFP	20
Capability and capacity to accomplish work within the required time period	20
Geographic location of the firm relative to the proximity to the Cape May Housing Authority	5
Specialized experience of the firm’s key personnel in Housing Authority Programs	5
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, gender or national origin.	10
Price	20
TOTAL POINT SCORE:	100

CMHA reserves the right not to award a contract to anyone at the sole opinion and discretion of the CMHA.

PROPOSAL SUBMITTAL:

ALL PROPOSALS MUST BE RECEIVED BY: Thursday, July 13, 2017 – 1PM EST.

Three proposals are to be submitted in writing to:

Housing Authority of the City of Cape May

639 Lafayette Street

Cape May, NJ 08204

Attention: Carol Hackenberg, Executive Director

PLEASE BE SURE TO MARK “PROPOSAL FOR RAD CONSULTING” ON THE OUTSIDE OF THE ENVELOPE.

Proposals received later than the date and time specified will be rejected or deemed non-conforming. CMHA assumes no responsibility or liability for late delivery or receipt or responses.

All questions or request for documents pertaining to this quotation shall be addressed to the aforementioned.

CMHA reserves the right to:

- **Reject any or all bids, to waive any informalities in the solicitation process, or to terminate the solicitation process at any time, if deemed by CMHA to be in its best interest.**
- **Terminate contract awarded pursuant to this solicitation at any time for its convenience upon delivery of a 30 day written notice.**
- **Determine the days, hours and location that the successful bidder shall provide the items or services called in for this solicitation.**
- **Reject and not consider any bid that does not, in the opinion of CMHA, meet the requirements of this solicitation, including but not necessarily limited to incomplete bids and/or bids offering alternate (not including “or equal” items) or non-requested items or services.**

Expenses associated with proposal submission:

All expenses involved with the preparation and submission of proposals to CMHA shall be the responsibility of the entity making the submission.

PROPOSAL SUBMISSION SHEET

1. Name/Address of Firm: _____

2. Telephone Number: _____
3. Email Address: _____
4. Contact Person: _____
5. Amount of Fee: _____
6. Amount of any expected reimburseables: \$ _____

7. Number of calendar days required to complete project: _____

8. Other: _____
