

**Request for Proposal  
Procurement for the Provision of Consulting Services**

**City of Cape May Housing Authority**

**FOR A ONE (1) YEAR PERIOD  
OCTOBER 2020 THROUGH SEPTEMBER 2021**

**DUE: Tuesday, September 22, 2020 @ 1:00pm**

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**SECTION 1**  
**REQUEST FOR PROPOSAL**

**Request for Proposal  
for the  
Provision of Consulting Services**

The City of Cape May Housing Authority (“CMHA” or “the Authority”) is requesting proposals for the Provisions of Consulting Services.

The Housing Authority of the City of Cape May’s (CMHA) mission is:

The Cape May Housing Authority is committed to achieving excellence in providing safe, clean and modern housing assistance while promoting self-sufficiency, upward mobility and partnership with our residents, community and others to enhance the quality of life in our community. The authority is also committed to operating its facilities in a fiscally prudent manner and achieving its annual goals and objectives, which have been prepared and outlined to ensure this achievement.

Proposal documents may be obtained by emailing [cmha@capemayha.org](mailto:cmha@capemayha.org) or visiting the administration offices at 639 Lafayette Street, Cape May, NJ, 609-884-8703, Monday through Friday between 9:00 a.m. and 2:00 p.m., beginning on Thursday, August 27, 2020.

This contract shall be awarded through a fair and open process, pursuant to N.J.S.A. 19:44A-20.4.

All bidders are required to comply with the requirements of N.J.S.A. 10:5-31 and N.J.A.C. 17:27, and submit with their bid proposal an Employee Information Report or Affirmative Action Certificate.

The Authority reserves the right to reject all proposals or waive any informality in the proposal(s).

All proposals must be submitted on the accompanying proposal sheet and shall be based upon and in conformity with the specifications attached.

**Due: Tuesday, September 22, 2020 @ 1:00 P.M. Prevailing Time**

**Instructions for Mailing/Delivery of Proposal**

An acceptable proposal shall consist of two (2) separate envelopes. The first envelope shall contain proposal documents as indicated on the checklist. The second envelope shall contain the fee proposal form. Both envelopes shall be enclosed in another envelope, which shall be sealed and clearly labeled, “Consulting Services – Not To Be Opened Until Tuesday, September 22, 2020 at 1:00 p.m.” and addressed as follows:

City of Cape May Housing Authority  
639 Lafayette Street  
Cape May, NJ 08204

The proposer shall include (1) one copy of the RFP documents for consideration AND (1) electronic copy of the RFP documents in PDF format on a USB flash media device.

The proposer shall be responsible for the placement of his/her firm's name on the outside of the proposal envelope.

Request for additional information should be directed in writing to Carol Hackenberg, 639 Lafayette Street Cape May, NJ 08204 or [cmha@capemayha.org](mailto:cmha@capemayha.org) no later than Monday, September 21, 2020, 11:00 A.M. Prevailing Time.

## **SECTION 2**

# **INSTRUCTIONS TO PROPOSERS**

## *Instructions to Proposers*

### I. Proposal Contents

- A. All proposals shall be submitted on the attached form and must be signed and sealed by an officer of the proposing company. CMHA may refuse to consider a proposal if it is not on the form furnished, if there is any alteration to the form, if the proposal fails to comply in any way with the proposal requirements, or if the proposer fails to submit a complete package.
- B. A complete proposal package shall consist of the following and shall be submitted in the order listed below:
1. Proposal form signed by the proposer and a witness. The signed form must be sealed if the proposer is a corporation.
  2. Affidavit of Non-Collusion signed by proposer and notarized. The signed form must be sealed if the proposer is a corporation.
  3. Affidavit of Non-Default signed by proposer and notarized. The forms must be sealed if the proposer is a corporation.
  4. Stockholder's Affidavit signed by proposer and notarized. The forms must be sealed if the proposer is a corporation.
  5. Drug-Free Workplace Certification signed and notarized.
  6. Business Registration Certificate.
  7. Acknowledgement of receipt of addenda.
  8. Insurance Certificate.
  9. Section 3 Forms Appendix A & B for the City of Cape May Housing Authority.
  10. Evidence that proposer meets minimum qualifications.
  11. Résumés of principals of firm and résumés of individuals assigned to work on the contract.
  12. Summary of proposed work plan.
  13. Summary of experience of firm performing similar work.
  14. List of references.
  15. Further explanation of proposal, if required.
  16. Hold Harmless Statement.
  17. Company Information Sheet.
  18. Disclosure of Ownership.

19. Affirmative Action Affidavit/Compliance Notice.

20. Other documents required by the Request for Proposal and listed on the proposal form.

- C. Quotations are to adhere exactly to the specifications herein described. However, once proposers comply with the requirement, they are free to submit whatever alternative or additional proposal they deem suitable; and CMHA is free to accept or reject such alternative proposal.
- D. Proposals must be submitted either typewritten, in ink, indelible pencil or ball-point pen. Erasures and/or corrections must be initialed by a responsible official.

## II. Opening of Proposals

- A. Proposals received prior to the proposal opening date will be kept unopened until the specified proposal opening date. No responsibility will be attached to any officer or employee of the CMHA for the premature opening of a proposal not properly addressed and/or identified.
- B. The envelope in which the proposals are mailed must be securely sealed and marked with the name of the services to be provided and addressed to the City of Cape May Housing Authority, 639 Lafayette Street, Cape May, New Jersey 08204. Proposals will be received until the date and time set forth in the Invitation for Proposals.

## III. Interpretations

- A. No oral interpretation or representation will be made to any proposal as to these instructions and specifications. Failure to do so will be at his/her risk. No warranty is made or implied as to the information contained in the Proposal Specifications.
- B. Any request for an interpretation of specifications shall be directed in writing to the person named in the Invitation for Proposals.
- C. No inquiry received within five (5) days of the date fixed for opening of proposals will be given consideration.
- D. Any information given to a prospective proposer concerning this request for proposals will be furnished to all prospective proposers as an amendment to the request for submitting proposal, or if lack of such information would result in a competitive disadvantage to uninformed proposers. All such addenda shall become part of these proposal documents. Failure of the Authority to send, or any proposer to receive, any such interpretation shall not relieve any proposer from an obligation under his/her proposal as submitted. It shall be the proposer's responsibility to make inquiry as to addenda issued.

## IV. Audits

- A. The successful proposer binds himself/herself to permit the CMHA and HUD to examine and/or audit at any time the records pertaining to the services provided.

## V. Time for Review

- A. The proposer agrees that the Authority shall be permitted a maximum of sixty (60) days from the date of opening of proposals for issuing a "Notice of Acceptance" and beginning contract negotiations with a proposer. This term may be extended:
  - 1. By mutual agreement of the parties in writing; or
  - 2. Automatically, if approval has not been received from HUD and if such approval is required.

## VI. Rejection

- A. The Authority reserves the right to reject any and all proposals and to waive any informality in proposals received whenever such rejection or waiver is in the interest of the Authority.
- B. CMHA reserves the right to limit its Notice to Proceed to certain tasks or portions thereof, subject to available funding.

## VII. Withdrawal of Proposals

- A. Any withdrawal of proposal by telegram or by mail is authorized provided it is received prior to the time of the scheduled proposal opening. A proposal may also be withdrawn in person by the proposer or authorized representative, provided the representative's identity is made known and the representative signs a receipt for the proposal, but only if the withdrawal is made before the exact time set for opening of proposals.
- B. The only acceptable evidence to establish the date of receipt of a withdrawal sent either by registered or certified mail is the U.S. Postal Service postmark on the wrapper or on the original receipt from the U.S. Postal Service. If neither postmark shows a legible date, the withdrawal shall be considered to have been mailed late.
- C. Negligence on the part of the proposer in preparing his/her proposal confers no right of withdrawal or modification of his/her proposal after such proposal has been opened.

## VIII. Mathematical Error

- A. In case of mathematical error in extension of prices in the proposal, the unit price shall govern.

## IX. Trade Secrets

- A. Trade secrets or proprietary information submitted by proposers shall not be subject to disclosure under the State Freedom of Information Act provided, however, a proposer must invoke the protection of the section prior to or upon submission of the data or other materials, must identify and mark EACH piece of data or material to be protected, and state the reason why protection is necessary. Should CMHA be challenged for withholding any such information at the request of a proposer, then the proposer shall identify and hold the CMHA harmless for defending any such claim.

## X. Ineligible Contractors

- A. The CMHA is prohibited from making any awards to contractors or accepting as subcontractors any individuals or firms, which are on lists of contractors' ineligibles to receive awards from the United States, as furnished from time to time by HUD, or who have been suspended or disbarred by the CMHA. The current list of ineligible contractors is available for inspection by prospective proposers at the offices of the CMHA. In determining whether or not a proposer is a "responsible" proposer, the CMHA may consider, among other factors, whether or not a contractor has been suspended, disqualified, or disbarred from doing business with another governmental entity; whether another governmental entity has declared the contractor in default on a similar contract on behalf of a contractor; whether a proposer has been subject to any claim under a fidelity bond; or whether the proposer has been subject to any claims under any type of professional liability insurance.

## XI. Selection Process

- A. In selecting a contractor, the CMHA will consider the proposal price, the ability of the contractor to perform the Scope of Services (information in the proposal package), comments from references, and other information deemed relevant. The ability to perform will be measured by the ability of the contractor as demonstrated by financial stability and performance of similar contracts.
- B. A Review Committee will be established to review and evaluate all proposals and to rate all proposers. The Review Committee will conduct a preliminary evaluation of all proposals and may contact references listed in the proposal. The Review Committee may recommend rejection of all proposals or may continue its review. Thereafter, the Review Committee may meet with proposers to obtain additional information or clarification.
- C. CMHA's Review Committee will make a recommendation to the CMHA's Board of Commissioners concerning award of a contract.
- D. The CMHA's funding source must approve before the Executive Director has the power to sign a contract.
- E. ***Proposer acknowledges and agrees that no contract shall exist until signed by both parties. Additionally, until a recommendation of award has been officially made, any bidder will be deemed to have waived any and all rights to obtain a contract with the CMHA or seek damages against the CMHA.***

**SECTION 3**  
**SCOPE OF SERVICES**

## SCOPE OF SERVICES

The CMHA is seeking Consulting Services to assist with the following functions:

- Assist with the application process for affordable housing applications. Including, but not limited to:
  - Low Income Tax Credit Applications
  - Choice Housing Applications
  - Balanced Housing Applications
  - Hope VI Applications
  - Move to Work Applications
  - PETRA Applications
  - RAD Applications
- Experience with the following agencies, local governments and/or groups:
  - Department of Housing and Urban Development
  - NJ Housing and Mortgage Finance Agency
  - NJ Department of Community Affairs
  - Working with City, Town, Borough and/or County governments
  - Non-Profits
  - Resident Groups
- Knowledgeable in the following areas:
  - Public Housing
  - Housing Choice Voucher Program
  - Demolition/Disposition Application Process
  - Relocation Plans
  - Homeownership Program – both for Section 8 and Public Housing
  - Section 3 Requirements
  - Working with Developers
- Assist with the following:
  - Preparing and/or assist in preparing developer agreements
  - Prepare and/or assist in preparing policies and or procedures
  - Project Budgeting
  - Project Implementation
  - Supportive Services associated with development projects

Each respondent's response to this RFP must address at least the following:

- 1) Clearly explain experience in the above-mentioned areas;
- 2) Provide examples of expertise in the above-mentioned areas;
- 3) Provide names of previous projects;
- 4) Described capabilities in providing expertise in the above-mentioned areas;

Vendors may not add overhead & profit to the fees charged.

Business expenses such as mileage, postage, phone charges, etc. will not be reimbursable.

Vendor shall include the unit pricing CODE as shown on the unit pricing table when invoicing. Invoices submitted without the unit pricing code will not be processed for payment.

The Authority reserves the right to select multiple respondents or no respondents as a result of this solicitation.

The work that is contemplated to be performed under this solicitation is subject to the requirements of Section 3 of the Housing and Urban Development Act of 1968, as amended, 12 U.S.C. 1701u (Section 3). The purpose of this Section 3 is to ensure that employment and other economic opportunities generated by HUD assisted projects covered by Section 3, shall, to the greatest extent feasible, be directed to low and very low-income persons, particularly persons who are recipients of HUD assistance for housing.

The contract that will be awarded through this solicitation will require the contractor to comply with the Section 3 requirements. Attached hereto is the Housing Authority's Section 3 Action Plan that will be part of the contract for this project. Please review this plan and confirm your ability to follow the operational and reporting requirements.

**PROPOSER EVALUATION  
RATING FACTORS**

An Evaluation Panel will rank order all submittals using the Criteria described above.

All proposals received by the specified date shall be subject to an evaluation. Although the following criteria will be utilized in making the selection, no one single or multiple set of criteria used will be the determining factor in the selection of a proposer with whom the Authority may commence negotiation of an agreement or in the final selection of a consulting firm.

The Evaluation Panel may, at its option, seek supplemental submissions from one or more respondent(s), termed a Best and Final Offer (“BAFO”). The BAFO would serve to further clarify each BAFO invitee’s proposals, and could lead to a refinement of the invitee’s technical ranking by the Evaluation Panel.

The Authority reserves the right to make multiple awards or no awards, at its option, under this solicitation.

<b>CRITERIA</b>	<b>POINTS</b>
1. Capabilities of the Team or Firm: This criterion evaluates the capability of each respondent to assist the authorities in the above areas. This criterion will be scored based on the experience of each respondent, as measured by number and value of affordable housing transactions within the past five (10) years.	UP TO 50 POINTS
2. Knowledge and Skills of the Individuals to be Assigned: This criterion evaluates the knowledge and skills of the individuals who will actually be providing the various kinds of development, legal, and financial analysis services. This criterion will be scored based on the resumes to be submitted for individuals to be assigned to provide the various kinds of consulting services.	UP TO 25 POINTS
3. Proposed Terms: This criterion evaluates the fee for services provided based on an hourly rate.	UP TO 25 POINTS