

Legal Advertisement

REQUEST FOR PROPOSALS

The Housing Authority of the Town of Secaucus, New Jersey will accept proposals for supervisory file review and inspection services for its Housing Choice Voucher Program and RAD-PBV Program. All services must comply with state and local laws and be in accordance with the existing rules, orders, directives, regulations and handbooks promulgated by the United States Department of Housing and Urban Development. The services that are requested will be as follows:

- 1) Review a minimum of 10% of all program files (both RAD-PBV & S8) for program compliance;
- 2) Perform supervisory inspection services for a minimum of 10% of all RAD-PBV and Housing Choice Voucher units.
- 3) Prepare a written report listing the files and units inspected by date, landlord/tenant name, address and listing that the file or unit meets all standards.
- 4) Make recommendations regarding issues encountered, if any, during the review.
- 5) Follow-up on any issues cited to ensure that compliance issues have been rectified
- 6) Meet with staff as deemed necessary to complete review.

Qualifications:

- 1) Must be approvable by the United States Department of Housing and Urban Development to provide these services.
- 2) Must have previous experience providing these services on a similar scale.

Proposal Submission:

All persons interested in submitting a proposal for the supervisory file review and inspection services should submit a proposal based upon a per unit fee. The following items should be included in the proposal:

- 1) Proposal Submission Sheet;
- 2) Resume listing previous experience in performing supervisory services;
- 3) Listing of references;
- 4) NJ Business Registration Certificate
- 5) Certification that neither the firm or any of the principals have been suspended or debarred from participation in HUD Programs.

Proposals should be delivered to the Housing Authority of the Town of Secaucus, 700 County Avenue, Secaucus, New Jersey by 2:00 P.M. on or before Thursday, July 23, 2020. The Housing Authority will evaluate all proposals according to its "Competitive Proposal Evaluation System." All quotes for supervisory services should be submitted on the required proposal submission sheet. This sheet should be the first page of your proposal.

This Request for Proposals is being solicited as a Fair and Open solicitation in accordance the New Jersey "Pay to Play" laws

Christopher W. Marra

Executive Director

Date: 7/8/20

**Secaucus Housing Authority
700 County Avenue
Secaucus, New Jersey
07094**

Supervisory File Review
& Inspection Services

PROPOSAL SUBMISSION SHEET

- 1) Name/Address of Firm or individual:

- 2) Telephone Number:

- 3) Contact Person:

- 4) Amount of Fee:
 - a. \$ _____ per units file review
 - b. \$ _____ per unit inspection fee

- 5) Amount of any expected reimbursables:

- 6) Other:

COMPETITIVE PROPOSAL EVALUATION SYSTEM

Professional Services

Type of Services: Supervisory File Review & Inspection Services

Name/Address of Respondent:

- 1) Demonstrated experience and competence in this type of work (25 Points).
- 2) Familiarity with 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 relative to the proximity to the Housing Authority (15 Points).
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- 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 (10 Points).

Total Point Score:

Narrative Review of Proposal:

CERTIFICATION
Suspension & Debarment Form

Date: _____
Name: _____
Address: _____
Telephone #: _____

I, _____ do hereby certify that I, nor any of
principals of our firm are suspended or debarred from doing
business with the U.S. Department of Housing & Urban Development.

(signature)

(print name)

Date: _____

Legal Advertisement

REQUEST FOR PROPOSALS

The Housing Authority of the Town of Secaucus, New Jersey will accept proposals for the following services:

"Supervisory File Review & Inspection Services"

It is the Housing Authority's desire to retain a duly qualified, competent and capable reviewer to reviews files and inspect units per HUD rules and regulations. All services must be in accordance with the existing laws, rules, orders, directives and regulations governing these services.

All persons interested in submitting a proposal for the supervisory review and inspection services should download the complete RFP package found on the Secaucus Housing Authority's website www.secaucusha.org. The RFP specifies the scope of the services and the requirements for submitting proposals.

All proposals must be submitted to the office of the Housing Authority of the Town of Secaucus, 700 County Avenue, Secaucus, New Jersey on or before July 23, 2020 by 2:00 PM.

The Housing Authority 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.

This contract is being solicited through a fair and open process in accordance with NJSA 19:44A-20 et seq.

Christopher W. Marra
Executive Director

Date: 7/8/2020