

REQUEST FOR PROPOSALS

INTERIM EXECUTIVE DIRECTOR/CONSULTING SERVICES

TERM LENGTH: 3 MONTH INCREMENTS NOT TO EXCEED 12 MONTHS

12 Month Term: December 1, 2025 through November 31, 2026

HOUSING AUTHORITY OF THE TOWN OF SECAUCUS
700 COUNTY AVENUE
SECAUCUS, NEW JERSEY 07094

REQUEST FOR PROPOSALS

The Secaucus Housing Authority ("Authority") invites proposals from qualified individuals to provide Interim Executive Director services on a strictly temporary basis. Following the resignation of the Authority's former Executive Director, the Authority seeks to ensure continuity of operations, compliance with HUD and State of New Jersey regulations, and uninterrupted service to residents during this leadership transition.

This engagement is limited in scope and duration and shall not be construed as a preference or entitlement for any permanent Executive Director appointment.

The Housing Authority of the Town of Secaucus (SHA) will accept proposals for consulting services to include providing Interim Executive Director services as may be required during this transitional period, assisting the Authority in the administration of its programs and daily operations, and, as needed, supporting the Authority in conducting a search for a permanent Executive Director.

These services shall also include assistance with any transition of leadership, including the onboarding of a permanent Executive Director following a competitive selection process. The selected consultant shall support the Authority in ensuring continuity of operations, compliance with all applicable federal, state, and local requirements, and the effective delivery of housing programs and services during this transitional period. 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 (HUD) and the State of New Jersey.

TERM OF ENGAGEMENT

- A. The appointment shall begin upon Board approval and shall continue for an initial term of three (3) months, unless sooner terminated. The Authority may extend the term in additional three-month increments, at its discretion, provided that the total term shall not exceed twelve (12) months.
- B. The engagement shall automatically terminate upon the appointment of a permanent Executive Director through a separate recruitment process.

C. Interim Executive Director Services - The SHA will complete a search to hire a full-time Executive Director. During the period prior to hiring, the SHA may need assistance in the search for a replacement Executive Director and also needs an Interim Executive Director to handle the daily operations until a permanent Executive Director has been hired. These services would be as follows:

1. Direct staff in their daily operations and respond to all questions on management/maintenance issues.
2. Handle all procurement issues, including RFP's.
3. Ensure that the HUD Annual & Five-Year Plans are submitted.
4. Prepare monthly meeting agendas and related documents for distribution to the Board of Commissioners.
5. Assistance and advice in developing routine & preventative maintenance plans.
6. Recommend policy changes where applicable.
7. Must be available to staff for any issues that arise during normal business hours.
8. Ensure compliance with all applicable state and federal laws & regulations.
9. Assist with a search for a permanent Executive Director per applicable requirements.
10. Check on the status of current programs to ensure minimum benchmarks are being achieved (i.e., rent collections, work-orders, unit turnovers, etc.). Make recommendations, where applicable, to improve efficiency.
11. Other items as directed by the Board of Commissioners.

Executive Director Transition Services

The Authority may require consulting services to assist with the transition of executive leadership, whether that transition involves (i) the continuation or adjustment of Interim Executive Director duties, or (ii) the onboarding of a permanent replacement. These services are as follows:

1. Meet with the incoming Executive Director on a regular basis to address operational, administrative, and programmatic matters necessary to ensure continuity of management.
2. Assist in the orderly transfer of files, documents, and operational information to the incoming Executive Director to promote a smooth and efficient transition of authority and responsibilities.
3. Provide guidance to the incoming Executive Director regarding the current status of Authority programs, personnel, and compliance obligations, as well as ongoing administrative or financial matters, to ensure uninterrupted operations.

4. Discuss with the full-time Executive Director the status of the following:

- a. Capital Fund Program (CFP)
- b. Operations Subsidy Funding
- c. REAC/LOCCS/EPIC access
- d. Banking information transition
- e. Annual & Five-Year Plans
- f. Status of Contracts for Services
- g. Staffing Issues
- h. Financial Issues
- i. Administrative Issues
- j. Other issues necessary to ensure a smooth transition to the full-time Executive Director.

Qualifications:

1. Must possess the necessary credentials to serve as an Interim Executive Director as required by the State of New Jersey.
2. Must have 5-years' experience in a similar position.

Proposal Submission:

All persons or firms interested in submitting a proposal for Interim Executive Director/Transition Services should submit a written proposal based on a daily and hourly rate. The following items should be included in the proposal:

1. Written Proposal Submission.
2. Resume inclusive of list of similar work that the firm or individual has previously completed.
3. Listing of references.
4. New Jersey Business Registration Certificate issued by New Jersey Department of Treasury
5. Evidence of Professional Liability Insurance that designates the Secaucus Housing Authority as additional insured & Workers Compensation Insurance.

All proposals should be sealed (envelope marked: "Proposal for Interim ED/Consulting Services").

Proposals should be delivered to Secaucus Housing Authority, 700 County Avenue, Secaucus, NJ 07094 on or before November 25th, 2025, by 11:00am.

PROPOSAL REVIEW

All proposals will be reviewed according to the "Competitive Proposal" process outlined in the HUD Procurement Handbook 7460.8 and HUD Notice PIH 90-47. The Authority utilizes a proposal rating system that will be used to evaluate all proposals received in response to this R.F.P. The Authority reserves the right in its sole judgement to reject for any reason any and all responses and components thereof, and to eliminate any and all Respondents responding to this RFP and from further consideration for this procurement. This solicitation is being undertaken as "Fair and Open" in accordance with N.J.S.A. 19:44A-20.4 et seq.

MICHAEL HARPER
Chairperson

COMPETITIVE PROPOSAL EVALUATION SYSTEM

Type of Service: Executive Director / Interim Executive Director
Services

Name/Address of Respondent:

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1. Demonstrated experience and competence in this type of work (30 Points).
Extent to which the respondent demonstrates successful experience in executive management of public housing authorities or similar organizations, including oversight of staff, budgets, and HUD compliance.
 2. Familiarity with the Secaucus Housing Authority's programs in specific and HUD rules and regulations in general (20 Points).
Degree of knowledge of HUD program requirements, state and local housing laws, and the Authority's operations, policies, and regulatory obligations.
 3. Capability and capacity to accomplish work within the required time period (10 Points).
Demonstrated ability to begin work immediately, provide consistent administrative oversight, and maintain Authority operations and compliance without disruption.
 4. Geographic location of the individual or firm relative to the proximity to the Housing Authority (10 Points).
Accessibility to the Authority's offices and ability to attend meetings, inspections, or site visits as needed.
 5. Specialized experience of key personnel in Housing Authority programs (10 Points).
Qualifications and relevant experience of the proposed Executive Director or key team members in administering HUD programs, Section 8/HCV, public housing, or related initiatives.
 6. Equal Opportunity Policy (10 Points).
Each respondent must ensure that all employees and applicants for employment are not discriminated against because of race, color, religion, sex, national origin, disability, or any other protected category.
 7. Price (10 Points).
Reasonableness and competitiveness of the proposed compensation or fee schedule in relation to the scope of services.