

## **Request for Proposals for Professional Services**

### **Affordable Housing Administrative Agent for Rehabilitation Program**

The Township of Hillsborough, Somerset County, is seeking proposals for an Affordable Housing Administrative Agent for its Rehabilitation Program. The Affordable Housing Administrative Agent will be responsible for implementing the Township's Rehabilitation Program in accordance with the Fair Housing Act, N.J.S.A. 52-27D-301 et seq., the Uniform Housing Affordability Controls, N.J.A.C. 5:80-26.1 et seq., and all applicable Affordable Housing Regulations promulgated by the Council on Affordable Housing and Department of Community Affairs. The Administrative Agent must be duly certified in accordance with all applicable Affordable Housing Regulations. The successful candidate must enter into a contract as prepared by the Township of Hillsborough consist with this Request for Proposal and the proposal submitted.

The Township of Hillsborough is soliciting proposals through a fair and open process in accordance with N.J.S.A. 19:44A-20.5 et seq. Sealed Request for Proposal (RFP) responses for will be received by the Qualified Purchasing Agent on December 19, 2017 at 11:00 am in the Court Room, Hillsborough Township Municipal Building, 379 South Branch Road, Hillsborough, New Jersey. The RFP shall be for the period January 1, 2018 through December 31, 2018.

Respondents shall comply with the requirements of P.L. 1975 c. 127 (N.J.S.A. 17:27 et seq.). At the time of the response to the RFP, the Respondent must be registered under the New Jersey Business Registration Act and, if available, submit the Certification with the response to the RFP. The Township Committee of the Township of Hillsborough will be the sole discretionary body for consideration or rejection of the proposals. The contract will be awarded based on price and other factors including, but not limited to, experience.

#### **A. SCOPE OF WORK**

##### **I. Responsibilities of the Administrative Agent for Rehabilitation Program**

The Administrative Agent for the Township's Rehabilitation Program shall perform the duties and responsibilities set forth in the Affordable Housing Regulations promulgated by the Council on Affordable Housing and the Department of Community Affairs for Rehabilitation Programs, N.J.A.C. 5:97-1.1 et seq., including, but not limited to, the following:

1. Preparation of Rehabilitation Program design and creation of marketing materials;
2. Preparation of application forms for Rehabilitation Program;
3. Screen applicants for income and eligibility requirements;
4. Participate in inspections of qualified applicant properties to determine rehabilitation needs;
5. Prepare specifications for rehabilitation work to be performed;
6. Meet with contractors to discuss requirements of Rehabilitation Program and obtain estimates for work to be performed (minimum of three (3) estimates to be obtained);
7. Assist in selection of qualified contractors to perform work;
8. Monitor work to performed by contractors and authorize progress payments and final payments;
9. Maintain records and comply with all local and state reporting requirements;
10. Prepare all required loan closing documentation, participate in loan closing and record applicable mortgages with County; and

11. Ensure compliance with all Affordable Housing Regulations in order for the Township to obtain credit towards its Fair Share Rehabilitation obligations.

## **B. QUALIFICATIONS FOR ADMINISTRATIVE AGENT FOR REHABILITATION PROGRAM**

1. The Administrative Agent must provide documentation demonstrating successful completion of the Council on Affordable Housing's education program for Administrative Agents and compliance with all continuing education requirements;
2. The Administrative Agent must provide evidence of a history of successful management of affordable housing rehabilitation programs on behalf of municipalities in accordance with the Fair Housing Act, N.J.S.A. 52-27D-301 et seq., the Uniform Housing Affordability Controls, N.J.A.C. 5:80-26.1 et seq., and all applicable Affordable Housing Regulations promulgated by the Council on Affordable Housing and Department of Community Affairs;
3. The Administrative Agent must provide documentation demonstrating that their purposes include the provision of housing services and housing counseling and the promotion of the principles underlying the Federal Fair Housing laws and that they have knowledge of and familiarity with the New Jersey Fair Housing Act, N.J.S.A. 52-27D-301 et seq., and its implementing rules,
4. The Administrative Agent must demonstrate their capacity to undertake the duties of an administrative agent for rehabilitation programs; and
5. The Administrative Agent must commit to attend continuing education opportunities on affordability controls and compliance monitoring.

## **C. SUBMISSIONS**

Applicants shall provide two (2) complete proposal packages. Each submission shall comply with the following criteria:

1. The applicant shall submit a resume which shall set forth information including, but not limited to, the following and as applicable to the business entity and individual professionals anticipated to perform the work:
  - a. Full name and business address;
  - b. A listing of all post high school education of the applicant;
  - c. Dates of licensure in the State of NJ and other states;
  - d. The number of licensed professionals employed by or affiliated with the business entity which employs the applicant;
  - e. A listing of all special accreditations held by the individual licensed professional or business entity;
  - f. A listing of all previous public entities served by the business entity and licensed professional indicating dates, services, and position(s) held; and
  - g. The information and documentation set forth above pertaining to Qualifications for Administrative Agent for Rehabilitation Program.
2. The Applicant shall provide a fee proposal to provide the services set forth herein that contains hourly rates and not to exceed amounts for the services to be provided.

#### **D. SELECTION CRITERIA**

1. Familiarity with the Township of Hillsborough and its affordable housing portfolio;
2. Demonstrated experience with the administration of affordable housing rehabilitation programs on behalf of municipalities;
3. Education and or special accreditations in the field of affordable housing administration and rehabilitation programs;
4. Availability of sufficient personnel and other resources to provide the services required;
5. Compensation proposal;
6. Ability to attend Hillsborough Township Committee meetings, if required; and
7. Other factors which may be in the best interest of the Township of Hillsborough.

#### **E. TERM OF CONTRACT**

The term of the contract shall be for the period January 1, 2018 through December 31, 2018.

#### **F. INSURANCE**

Certificates of Insurance shall be provided to the Township at the time the contracts are returned to the Township for execution. All coverage shall be with insurance carriers licensed and admitted to do business in New Jersey and acceptable to the municipality.

##### **COMMERCIAL GENERAL LIABILITY INSURANCE**

During the life of this contract the contracted entity shall procure and maintain Commercial General Liability Insurance with limits of liability not less than \$500,000.00.

##### **MAJOR VEHICLE LIABILITY INSURANCE**

During the life of this contract the contracted entity shall procure and maintain Motor Vehicle Liability Insurance, including applicable No-Fault coverage, with limits of liability not less than \$500,000.00 per accident combined single limit Bodily Injury and Property Damage. Coverage shall include all owned vehicles, all non-owned vehicles, and all hired vehicles.

##### **WORKERS COMPENSATION**

During the life of this contract the contracted entity shall procure and maintain Workers Compensation insurance, including Employers' Liability Coverage in accordance with the statutes of the State of New Jersey.

##### **PROFESSIONAL LIABILITY**

During the life of this contract the contracted entity shall procure and maintain Professional Liability (E & O, Malpractice) Insurance with limits of liability not less than \$500,000.

## ADDITIONAL INSURED

The following shall be Additional Insureds: The Township of Hillsborough, including all elected and appointed officials, all employees and volunteers, all boards, commissions and/or authorities and their board members, employees, and volunteers. This coverage shall be primary to the Additional Insureds, and shall not be contributing with any other insurance or similar protection available to the Additional Insureds, whether other available insurance be primary, contributing or excess.

## NOTICE OF CANCELLATION

Commercial General Liability Insurance, Motor Vehicle Liability Insurance, and Workers Compensation insurance, as described above shall include an endorsement stating the following:

"Sixty (60) days advance written notice of cancellation, non-renewal, reduction and/or material change shall be sent to: Nancy R. Costa, CFO, 379 South Branch Road, Hillsborough, NJ 08844."

## G. MANDATORY AFFIRMATIVE ACTION LANGUAGE

If awarded a contract, all procurement and service contractors will be required to comply with the requirements of P.L.1975,c.127 (N.J.A.C.17:27). Within seven (7) days after receipt of the notification of intent to award the contract or receipt of the contract, whichever is sooner, the contractor should present one of the following to the Qualified Purchasing Agent:

1. A photocopy of a valid letter from the U.S. Department of Labor that the contractor has an existing federally approved or sanctioned Affirmative Action Plan (good for one year from the date of the letter).

OR

2. A photocopy of their approved Certificate of Employee Information Report.

OR

3. An Affirmative Action Employee Information Report (Form 44302).

OR

4. All successful construction contractors must submit within three (3) days of the signing of the contract an Initial Project Manning Report (44201) for any contract award that meets or exceeds the Public Agency Bidding Threshold (40,000.00).

**NO FIRM MAY BE ISSUED A CONTRACT UNLESS IT COMPLIES WITH THE AFFIRMATIVE ACTION REGULATIONS OF P.L. 1915, C. 127.**

The following questions must be answered by all bidders:

L Do you have a federally approved or sanctioned Affirmative Action program?

YES \_\_\_ NO \_\_\_

If yes, please submit a copy of such approval.

2. Do you have a State Certificate of Employee Information Report Approval?

YES \_\_\_ NO \_\_\_

If yes, please submit a copy of such certificate.

The undersigned contractor certifies that he is aware of the commitment to comply with the requirements of P.L. 1975, c. 127 and agrees to furnish the required documentation pursuant to the law.

COMPANY: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_

NOTE

NO CONTRACT CAN BE AWARDED WITHOUT THE SUBMISSION OF ONE OF THE ABOVE ITEMS FOR PROOF OF AFFIRMATIVE ACTION PLAN, COMPLETED AND SUBMITTED TO THE DEPARTMENT OF PURCHASING.

A CONTRACTOR S BID MUST BE REJECTED AS NON-RESPONSIVE IF A CONTRACTOR FAILS TO COMPLY WITH REQUIREMENTS OF P.L. 1975, C. 127, WITHIN THE TIME FRAME.

#### **H. BUSINESS REGISTRATION REQUIREMENTS**

No contract shall be entered into by the Township unless the contracted entity provides a copy of its Business Registration (as defined in N.J.S.A. 52:32-44) in response to a request for bids or a request for proposals.

#### **I. PURCHASE ORDER REQUIREMENTS**

The Affordable Housing Administrative Agent for the Rehabilitation Program shall be paid upon satisfactory completion of the contracted services in accordance with the fee proposal submitted and the submission of the appropriate vouchers as per the Township of Hillsborough Codes and Regulations and applicable law.