

**TOWNSHIP OF CRANFORD
CRANFORD, NEW JERSEY
COUNTY OF UNION**

PUBLIC NOTICE

**Ms. Patricia Donahue
Township Clerk
Phone: 908-709-7210
Fax: 908-276-4859
E-mail: p-donahue@cranfordnj.org**

**NOTICE OF
REQUEST FOR PROPOSALS FOR**

Affordable Housing Administrative Services

The Township of Cranford is soliciting proposals through a fair and open process in accordance with N.J.S.A. 19:44A-20.4 et seq.

Beginning on Thursday, October 21, 2021, submission packages may be obtained at the Township Clerk's Office, (908) 709-7210, during regular business hours, 8:30 A.M. to 4:00 p.m., Monday through Friday, excluding holidays, or by downloading the documents on the Township's website: <https://www.cranfordnj.org/bids>. **Registration on the Township's website is required.**

Sealed Request for Proposals (RFP's) shall contain: one original; one hard copy and one digital copy (i.e., USB stick or thumb drive) of the submission. Such RFP responses should be enclosed in an opaque sealed envelope, plainly marked, "**Affordable Housing Administrative Services**" and shall show the name and address of the bidder. RFP's may be hand delivered to the Clerk's Office in the Township Building or may be forwarded by personal service, certified mail, U.S. Post and other mail delivery services. The sealed envelope containing the proposal and marked as directed above, must be enclosed in another envelope properly addressed as follows:

Patricia Donahue,
c/o November 10th RFP Opening – **Affordable Housing Administrative Services**
Township Clerk
Township of Cranford
Municipal Building
8 Springfield Avenue
Cranford, NJ 07016

Notice is hereby given that sealed RFP responses will be received by the Township Clerk of the Township of Cranford, County of Union, State of New Jersey, at the Municipal Building, located at 8 Springfield Avenue, 2nd Floor, Cranford, New Jersey, 07016, **on Wednesday, November 10, 2021, at 10:00 a.m.** or as soon thereafter as the matter may be heard, and publicly opened with the contents of same publicly announced for 2022 Affordable Housing Administrative Services.

Respondents shall comply with the requirements of N.J.S.A. 10:5-31 et seq. and N.J.A.C. 17:27.
A copy of a New Jersey Business Registration Certificate shall be included with the RFP.

By order of the Township Committee:
Kathleen Prunty, Mayor
Jamie Cryan, Township Administrator
Patricia Donahue, Township Clerk

GENERAL INFORMATION & SUMMARY

Organization Requesting Proposal

Township of Cranford
8 Springfield Avenue
Cranford, New Jersey 07016

Contact Person

Jamie Cryan
Township Administrator
908-709-7205

Purpose of Request

The Township of Cranford is requesting proposals from qualified individuals and firms (“contractor(s)” or “proposer(s)”) to provide general Affordable Housing Administrative Services to the Township for the contract period of January 1st through December 31st, 2022. Proposals will be evaluated in accordance with the criteria set forth in this RFP. One or more individuals/firms may be selected to provide services.

Defined Terms

The following definitions shall apply to and are used in this Request for Proposals:

“Township” – refers to the Township of Cranford.

"Proposal" - refers to the complete responses to this RFP submitted by the respondents.

“Qualified Respondent” – refers to a respondent who (in the sole and absolute discretion of the Township) has satisfied the qualification criteria set forth in this RFP.

“RFP” – refers to this Request for Proposal, including any amendments thereof or supplements thereto.

“Respondent” or “Responders” – refers to the interested persons and/or firm(s) that submit a Proposal.

Period of Contract

January 1, 2022 through December 31, 2022.

Contract Form

The successful proposer shall be required to execute the Township's form contract, which includes the indemnification, insurance, termination and licensing provisions. A complete copy of a draft Township form contract is available upon request.

It is also agreed and understood that the acceptance of the final payment by contractor shall be considered a release in full of all claims against the Township arising out of, or by reason of, the work done and materials furnished under this contract.

DETAILED REQUIREMENTS OF THE REQUEST FOR PROPOSALS FOR AFFORDABLE HOUSING ADMINISTRATIVE SERVICES

1. Township of Cranford Facts and Figures

The Township of Cranford is a legal, governmental entity. The Township was incorporated in 1871 and operates under N.J.S.A. 40A:63-1 et seq., the Township form of government. The Township is governed by a Township Committee. The Township Committee sets policy, adopts the operating and capital budgets for the Township, enacts ordinances and sets the direction of how the township of Cranford will provide government services. The Township Administrator carries out the policies adopted by the Township Committee.

The Township's population is approximately 23,600 and it consists of approximately 4.9 square miles of area. The Township provides a full range of municipal services.

The Township's operating budget is approximately \$34 million.

2. Nature/Scope of Services

The Township of Cranford is requesting proposals for Affordable Housing Administrative Services. The firm that is chosen may have a close working relationship with any of the following offices: The Office of the Township Administrator, the Department of Engineering and Public Works, the Department of Recreation and Parks and the Office of the Township Attorney.

Scope of Services:

- A. Administrative Agent General Services:
 - a. Day to Day Services:
 - i. Creating and/or Implementing the Administrative Agent Operating Manual and Affirmative Marketing Plan
 - ii. Responding to General Affordable Housing Inquiries, affirmative marketing, foreclosure prevention activities and annual mailings to homeowners.
 - b. Additional Advisory Services
 - i. Trust Fund Monitoring, Mid-Point Review
 - ii. CTM Entry of Trust Fund information
 - iii. Extension of Controls or Implementing an Affordable Assistance Program

- B. Services Paid by the Developer/Landlord/Homeowner
 - a. Rental Fees
 - b. Waiting List Management Fees
 - c. Lease Renewal Fees
 - d. Ownership Fee
 - i. Refinance Request
 - ii. New Development
 - e. Setup of New Projects

- C. Housing Rehabilitation Program Administrative Services
 - a. Ongoing Day-to Day Program Administration
 - i. Maintaining a list of interested residents
 - ii. Owner Outreach Efforts
 - iii. Reviewing Homeowner Pre-applications
 - b. Shared Services
 - i. Contractor Outreach
 - ii. Qualifying and Maintaining Contractor database

- D. Housing Rehabilitation Program Case Management
 - a. Eligibility Determination - Introductory Setup of a Case
 - i. Processing Application
 - ii. Determining the Applicant's Eligibility
 - b. Loan Closing
 - i. Home Inspection to Determine Code Violations, Repairs Needed
 - ii. Developing a cost estimate and work specifications for review
 - iii. Preparing Bid Documents
 - iv. Review of Bids
 - v. Preparing contracts
 - vi. Preconstruction Meetings
 - c. Final Inspection
 - i. Finalize and troubleshoot any difficulties that arise
 - ii. Progress inspections
 - iii. Case Closeout
 - iv. Title Search – to confirm ownership and property Liens
 - v. Subordination Requests

3. **Standard Requirements of Technical Proposal**

Proposers should submit a technical proposal which contains the following:

- A. The name of the proposer, the principal place of business and, if different, the place where the services will be provided;
- B. Outline the specific type services to be provided from the listing in Section 2 above;
- C. Proposer must have a minimum of ten (10) years of experience in providing affordable housing administrative services and a minimum of five (5) years servicing municipalities and other local governmental entities;
- D. The education, qualifications, experience, and training of all persons who would be assigned to provide services along with their names and titles.
- E. A cost proposal which lists the hourly rates by title for each employee classification anticipated to be used and any other anticipated costs which may be associated with a contract awarded under this RFP throughout the year. The cost proposal should include flat hourly rates commensurate with the degree of experience of the personnel associated with each title. This RFP provides that the Consultant selected because of this solicitation, employ qualified, competent, and experienced personnel to provide the required services and that these services be commensurate with (1) the prevalent methodologies used by consultants practicing within the subject area of work and (2) the magnitude and intricacy of the work under consideration. Please note that employee classifications and rates which are not included in the cost proposal submitted with this RFP will not be eligible for reimbursement under the individual contracts awarded throughout the year.

Other anticipated costs should include mileage rates, printing costs, etc. General costs which in the opinion of the Township should have been reasonably anticipated by the consultant at the time of the RFP will not be eligible for reimbursement under the individual contracts awarded throughout the year.

- F. A listing of all other engagements where services of the types being proposed were provided in the past five (5) years. This should include other municipal governments and other levels of government. Contact information for the recipients of the similar services must be provided. The Township may obtain references from any of the parties listed.
- G. A statement that neither the firm nor any individuals assigned to this engagement are disbarred, suspended, or otherwise prohibited from professional practice by any federal, state or local agency;
- H. Affirmative Action Compliance;
- I. A completed Non-Collusion Affidavit (copy of form attached);
- J. A completed Owner Disclosure Statement (copy of form attached);

- K. A statement that the proposer will comply with the General Terms and Conditions required by Township and enter into the Township's standard Professional Services Contract;
- L. A copy of the proposer's W9 & Business Registration Certificate;

4. **Proposal Evaluation**

The Township will select the most advantageous proposals based on all of the evaluation factors set forth at the end of this RFP, price and other factors considered. The Township will make the award(s) that is in the best interest of the Township. The Township may award individual projects to those deemed qualified.

Each proposal must satisfy the objectives and requirements detailed in this RFP. The successful proposer shall be determined by an evaluation of the total content of the proposal submitted. Each proposer that meets the requirements set forth (in the sole judgment of the Township) will be designated as a Qualified proposer.

The Township reserves the right to:

- A. Not select any of the proposals;
- B. Select only portions of a particular proposer's proposal for further consideration; (However, proposers may specify portions of the proposal that they consider "bundled").
- C. Award a contract for the requested services at any time during the calendar year. Every proposal must be valid through this time period. Additionally, the rate or price for any project begun during the calendar year shall remain in effect for the life of the project.

The Township shall not be obligated to explain the results of the evaluation process to any proposer. The Township may require proposers to provide samples of their work prior to award.

5. **Proposal Limitations**

This RFP is not intended to be an offer, order or contract and should not be regarded as such, nor shall any obligation or liability be imposed on the Township by issuance of this RFP. The Township reserves the right at the Township's sole discretion to refuse any proposal submitted. Furthermore, this document does not commit the Township to award any contract.

6. **Use of Information**

Any specifications, drawings, sketches, models, samples, data, computer programs, documentation, technical or business information and the like ("Information") furnished or disclosed by the Township to the proposer in connection with this RFP shall remain the property of the Township. When in tangible form, all copies of such information shall be returned to the Township upon request. Unless such information was previously known to

the proposer, free of any obligation to keep it confidential, or has been or is subsequently made public by the Township or a third party, it shall be held in confidence by the proposer, shall be used only for the purposes of this RFP, and may not be used for other purposes except upon such terms and conditions as may be mutually agreed upon in writing.

7. General Terms and Conditions

- A. A certificate of insurance evidencing the respondent's Errors and Omissions Insurance with a limit of liability of an amount not less than \$2 million each claim and aggregate if respondent is a corporation or limited liability partnership; or no less than \$1,000,000.00 each claim and aggregate if respondent is an individual, sole-proprietor, or single-member limited liability company.
- B. The Township reserves the right to reject any or all Proposals in whole or in part, or to waive any informalities in the Proposal, and, unless otherwise specified by the Respondent, to accept any item, items or services in the proposals should it be deemed in the best interest of the Township to do so.
- C. In case of failure by the successful Respondent, the Township of Cranford may procure the articles or services from other sources, deduct the cost of the replacement from money due to the Respondent under the contract and hold the Respondent responsible for any excess cost occasioned thereby.
- D. The Respondent shall maintain sufficient insurance to protect against all claims under Workmen's Compensation, General, Professional and Automobile Liability.
- E. Each Proposal must be signed by the person authorized to do so.
- F. Proposers shall submit one (1) original copy with signatures, (1) hard copy, and one (1) portable document file ("pdf") via non-returnable, pc compatible data storage (CD, flash drive) and may be hand delivered or mailed consistent with the provisions of the RFP procedures outlined herein. In the case of mailed proposals, the Township assumes no responsibility for Proposals received after the designated date and time and will return late Request for Proposals unopened. Proposals will not be accepted by facsimile or e-mail. Proposals shall be in a sealed opaque envelope clearly marked "**Affordable Housing Administrative Services**". To be considered, proposals shall be delivered to or received by the Township Clerk no later than **10:00 AM on Wednesday, November 10th, 2021**. RFP's may be hand delivered to the Clerk's Office in the Township Building or may be forwarded by personal service, certified mail, U.S. Post and other mail delivery services. The sealed envelope containing the proposal and marked as directed above, must be enclosed in another envelope properly addressed as follows:

Patricia Donahue,
c/o November 10th RFP Opening – "**Affordable Housing Administrative Services**"
Township Clerk
Township of Cranford Municipal Building
8 Springfield Avenue
Cranford, NJ 07016

- G. Respondents are required to comply with the requirements of N.J.S.A. 10:5-31 et seq. and N.J.A.C. 17:27. See Exhibit A.
- H. By submission of a Proposal, the Respondent certifies that the service to be furnished will not infringe upon any valid patent, trademark or copyright and the successful Respondent shall, at its expense, defend any and all actions or suits charging such infringement, and will save the Township harmless in any case of any such infringement.
- I. No Respondent shall influence, or attempt to influence, or cause to be influenced, any Township officer or employee to use his/her official capacity in any manner which might tend to impair the objectivity or independence of judgment of said officer or employee.
- J. No Respondent shall cause or influence, or attempt to cause or influence, any Township officer or employee to use his/her official capacity to secure unwarranted privileges or advantages for the respondent or any other person.
- K. Should any difference arise between the contracting parties as to the meaning or intent of these instructions or specifications, the Township Counsel's decision shall be final and conclusive.
- L. All costs incurred by the Respondent in connection with responding to this RFP shall be borne solely by the respondent. The Township of Cranford shall not be responsible for any expenditure of monies or other expenses incurred by the Respondent.
- M. The checklist, affidavits, notices and the like presented at the end of this RFP are a part of this RFP and shall be completed and submitted as part of the Proposal.
- N. All Request for Proposals shall become the property of the Township and will not be returned.
- O. All Proposals will be made available to the public at the appropriate time, as determined by the Township (in the exercise of its sole and absolute discretion) and in accordance with law.
- P. Neither the Township, nor their respective staffs, consultants or advisors (including, but not limited to, the Review Team) shall be liable for any claims or damages resulting from the solicitation or preparation of the Proposal, nor will there be any reimbursement to respondents for the cost of preparing and submitting a Proposal or for participant in this procurement process.

BASIS OF AWARD

The contract shall be awarded based upon the following evaluation factors:

- A. Relevance and extent of qualifications, experience, reputation and training of personnel to be assigned
- B. Knowledge of the Township of Cranford and the subject matter to be addressed under this engagement
- C. Relevance and extent of similar engagements performed
- D. Technical proposal contains all required information
- E. Reasonableness of cost proposal

QUALIFICATION STATEMENT CHECKLIST

THIS CHECKLIST MUST BE COMPLETED, INITIALED, SIGNED AND SUBMITTED WITH YOUR PROPOSAL. A PROPOSAL SUBMITTED WITHOUT THE FOLLOWING DOCUMENTS IS CAUSE FOR REFUSAL.

INITIAL BELOW

- A. One (1) original and One (1) hard copy of a printed signed complete proposal _____
- B. One (1) PDF file delivered on PC compatible data storage (CD, flash drive) _____
- C. Non-Collusion Affidavit properly notarized _____
- D. Owners Disclosure Information Form, properly notarized, listing the names of all persons owning ten percent (10%) or more of the proposing entity _____
- E. Authorized signatures on all forms _____
- F. Business Registration Certificate(s) & W9 _____
- G. Disclosure Statement _____
- H. Affirmative Action Statement _____

Note: N.J.S.A 52:32-44 provides that the Township shall not enter into a contract for goods or services unless the other party to the contract provides a copy of its business registration certificate and the business registration certificate of any subcontractors prior to the time a contract, Purchase Order or other contracting document is awarded or authorized. The contracting party must also collect the state use tax where applicable.

THE UNDERSIGNED HEREBY ACKNOWLEDGES THE ABOVE LISTED REQUIREMENTS

Name of Proposer: _____

Firm or Corporation _____

Print Name _____

Signature _____ Title _____

EXHIBIT A
MANDATORY EQUAL EMPLOYMENT OPPORTUNITY LANGUAGE
N.J.S.A. 10:5-31 et seq. (P.L. 1975, C. 127)
N.J.A.C. 17:27
GOODS, PROFESSIONAL SERVICE AND GENERAL SERVICE CONTRACTS

During the performance of this contract, the contractor agrees as follows:

The contractor or subcontractor, where applicable, will not discriminate against any employee or applicant for employment because of age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex. Except with respect to affectional or sexual orientation and gender identity or expression, the contractor will ensure that equal employment opportunity is afforded to such applicants in recruitment and employment, and that employees are treated during employment, without regard to their age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex. Such equal employment opportunity shall include, but not be limited to the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the Public Agency Compliance Officer setting forth provisions of this nondiscrimination clause.

The contractor or subcontractor, where applicable will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex.

The contractor or subcontractor will send to each labor union, with which it has a collective bargaining agreement, a notice, to be provided by the agency contracting officer, advising the labor union of the contractor's commitments under this chapter and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

The contractor or subcontractor, where applicable, agrees to comply with any regulations promulgated by the Treasurer pursuant to N.J.S.A. 10:5-31 et seq., as amended and supplemented from time to time and the Americans with Disabilities Act.

The contractor or subcontractor agrees to make good faith efforts to meet targeted county employment goals established in accordance with N.J.A.C. 17:27-5.2.

EXHIBIT A (Cont)

The contractor or subcontractor agrees to inform in writing its appropriate recruitment agencies including, but not limited to, employment agencies, placement bureaus, colleges, universities, and labor unions, that it does not discriminate on the basis of age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex, and that it will discontinue the use of any recruitment agency which engages in direct or indirect discriminatory practices.

The contractor or subcontractor agrees to revise any of its testing procedures, if necessary, to assure that all personnel testing conforms with the principles of job-related testing, as established by the statutes and court decisions of the State of New Jersey and as established by applicable Federal law and applicable Federal court decisions.

In conforming with the targeted employment goals, the contractor or subcontractor agrees to review all procedures relating to transfer, upgrading, downgrading and layoff to ensure that all such actions are taken without regard to age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex, consistent with the statutes and court decisions of the State of New Jersey, and applicable Federal law and applicable Federal court decisions.

The contractor shall submit to the public agency, after notification of award but prior to execution of a goods and services contract, one of the following three documents:

Letter of Federal Affirmative Action Plan Approval

Certificate of Employee Information Report

Employee Information Report Form AA302 (electronically provided by the Division and distributed to the public agency through the Division's website at www.state.nj.us/treasury/contract_compliance)

The contractor and its subcontractors shall furnish such reports or other documents to the Division of Purchase & Property, CCAU, EEO Monitoring Program as may be requested by the office from time to time in order to carry out the purposes of these regulations, and public agencies shall furnish such information as may be requested by the Division of Purchase & Property, CCAU, EEO Monitoring Program for conducting a compliance investigation pursuant to **Subchapter 10 of the Administrative Code at N.J.A.C. 17:27**

COMPLIANCE WITH REQUIREMENTS

In conforming with the applicable employment goals, the contractor or subcontractor agrees to review all procedures relating to transfer, upgrading, downgrading and layoff to ensure that all such actions are taken without regard to age, creed, color, national origin, ancestry, marital status, affectional or sexual orientation or sex, consistent with the statutes and court decisions of the State of New Jersey, and applicable Federal law and applicable Federal court decisions.

The contractor shall submit to the public agency, after notification of award but prior to execution of a goods and services contract, one of the following three documents:

- Letter of Federal Affirmative Action Plan Approval
- Certificate of Employee Information Report
- Employee Information Report

The contractor and its subcontractors shall furnish such reports or other documents to the Division of Contract Compliance and EEO as may be requested by the Division from time to time in order to carry out the purposes of these regulations, and public agencies shall furnish such information as may be requested by the Division of Contract Compliance & EEO for conducting a compliance investigation pursuant to Subchapter 10 of the Administrative Code at N.J.A.C. 17:27.

NON-COLLUSION AFFIDAVIT

STATE OF NEW JERSEY
COUNTY OF UNION ss:

I am _____ of the firm _____, named in this proposal. Upon my oath, I do depose and say that I executed the said proposal with full authority so to do, and:

1. That this proposer has not, directly or indirectly entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of fair and open competition in connection with this engagement;
2. That all statements contained in said proposal and in this affidavit are true and correct, and made with full knowledge that the Township of Cranford relies upon the truth of the statements contained in said proposal and in the statements contained in this affidavit in awarding the contract for the said engagement; and
3. That no person or selling agency has been employed to solicit or secure this engagement agreement or understanding for a commission, percentage, brokerage or contingent fee, except bona fide employees or bona fide established commercial selling agencies of the proposer. (N.J.S.A.52: 34-25)

(type or print name of affiant under signature)

Subscribed and Sworn to before me this
_____ day of _____, 2021

NOTARY PUBLIC OF
MY COMMISSION EXPIRES _____, 20____

OWNER DISCLOSURE INFORMATION

Set forth below are the names and addresses of all owners of 10% or more of the proposing business entity.

Name: _____ Name: _____

Address: _____ Address: _____

Name: _____ Name: _____

Address: _____ Address: _____

Name: _____ Name: _____

Address: _____ Address: _____

Name: _____ Name: _____

Address: _____ Address: _____

Name of Business Entity _____

Signature _____ Title _____

Subscribed and Sworn to before me this
_____ day of _____, 2021

Notary Public Of
My Commission Expires _____, 20____