

**Borough of Highland Park Housing Authority  
242 South 6<sup>th</sup> Avenue Highland Park, NJ 08904**

Phone: (732) 572-4420

Fax: (732) 985-6485

**Donna Brightman, Executive Director**

**Request for Proposals**

**Low Income Housing Tax Credit  
Tenant File Management Services**

Proposals due by 2:00 PM on Tuesday, August 21, 2018

## REQUEST FOR PROPOSALS

The Housing Authority of the Borough of Highland Park's (Authority) in conjunction with the Highland Park Affordable Housing Corporation (Corporation) are requesting proposals from qualified providers to provide Low Income Housing Tax Credit (LIHTC) Tenant File Management Services for the 100 units in the Samuel J. Kronman Building located at 242 South Sixth Avenue in Highland Park, NJ.

Qualified service providers (Contractors) must be able to provide the following services:

1. **Contract Term:** The initial term of the contract will be for three (3) years.
2. **Third Party Reviews:** Initial move in tenant file review and approvals to ensure all tenant files are properly documented to satisfy LIHTC, State Housing Agency and Investor requirements. The tenant compliance files will be prepared by experienced Authority staff with the task of the Contractor being to review and approve said files.
3. **Recertifications:** Review/approve annual and interim tenant recertifications, including establishing procedures to track recertification due dates and procedures to assist in ensuring accuracy and timely delivery of all required recertifications (as with initial file preparation, Authority staff will complete recertification files).
4. **Compliance Reports:** Training and assistance in the preparation of all State and Investor required compliance reports. This may also include compliance reporting required by other sources of financing utilized by the LIHTC project.
5. **Policies and procedures:** Assist Authority staff in drafting necessary changes/updates to policy and procedure manuals. This will include assistance in the development of LIHTC post 15 year compliance policies.
6. **Problem Solving:** Assistance with resolution of problems associated with operations and/or State Housing Agency/Investor related compliance findings. This includes: 1) Assistance related to the receipt of form 8823 (non-compliance forms) related to the LIHTC project, and 2) Assistance with HUD ONAP audit findings or compliance issues related to the use of NJHMFA funds on LIHTC projects.
7. **Miscellaneous:** Contractor will be available by phone, fax, and/or email to answer any question Authority staff may have relating to tenant eligibility, reporting requirements, and any other compliance/LIHTC issues.

### Qualifications:

- 1) Must possess all applicable licenses and certifications necessary to undertake this work.
- 2) Must be approved by the United States Department of Housing and Urban Development to provide these services.
- 3) Should have previous experience providing these services on a similar scale.

### Proposal Submission:

The following items should be included in the proposal:

- 1) Proposal Submission Sheet (attached herein);
- 2) Listing of similar projects that the firm has previously completed;

- 3) Listing of references;
- 4) Copies of applicable licenses and certifications;
- 5) Valid New Jersey Business Registration Form;
- 6) Certification that the neither the firm nor any of the principals have been suspended or debarred from participation in HUD Programs (attached herein);
- 7) Non-Collusive Affidavit (attached herein)
- 8) Stockholder disclosure form (attached herein)
- 9) Affirmative Action Compliance Notice (attached herein)

Proposals shall be delivered to the Highland Park Housing Authority, 242 South Sixth Avenue, Highland Park, NJ by 2:00 P.M. on or before August 21, 2018. The Authority will evaluate all proposals according to its "Competitive Proposal Evaluation System." All quotes for Low Income Housing Tax Credit Tenant File Management Services shall be submitted on the required proposal submission sheet. This sheet should be the first page of your proposal.

This solicitation for proposals is being made in accordance with the New Jersey Local Unit Pay to Play law (NJSA 19:44A 20.4 et seq.) as a "fair and open" process.

## **PROPOSAL SUBMISSION SHEET**

### **Low Income Housing Tax Credit Tenant File Management Services**

- 1) Name/Address of Firm:
  
- 2) Telephone / Fax / Email Address:
  
- 3) Contact Person:
  
- 4) Amount of Fee (attach separate sheet, if necessary):
  
- 5) Amount of any expected reimbursables:
  
- 6) Other:

## **COMPETITIVE PROPOSAL EVALUATION SYSTEM**

### **Professional Services**

**Type of Services: Low Income Housing Tax Credit Tenant File Management Services**

Name/Address of Respondent:

- 1) Demonstrated experience and competence in this type of work (20 Points).
- 2) Familiarity with HUD rules and regulations in general (25 Points).
- 3) Capability and capacity to accomplish work within the required time period (15 Points).
- 4) Geographic location of the firm relative to the proximity to the Authority (10 Points).
- 5) Specialized experience of key personnel in Authority Programs (15 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 origin (5 Points).
- 7) Price (10 Points).

Total Point Score (100 Max):

Narrative Review of Proposal:

**CERTIFICATION**  
**Suspension & Debarment Form**

Date: \_\_\_\_\_

Name of Firm: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Telephone #: \_\_\_\_\_

I, \_\_\_\_\_ (name), duly appointed \_\_\_\_\_ (position) of  
the \_\_\_\_\_ (name of firm) 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**

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All firms interested in submitting a proposal may download of the formal Request for Proposals (RFP) from the Authority's website at [www.HighlandParkHousing.org](http://www.HighlandParkHousing.org). The RFP specifies the scope of services and the requirements for submitting proposals.

All proposals must be submitted to the office of the Authority at 242 South Sixth Avenue, Highland Park, NJ 08094 on or before 2:00 PM on August 21, 2018.

The Authority reserves the right to reject any and all proposals received for these services. It also reserves the right to terminate the architect/engineer, for convenience, at any time during the term of the contract.

**Non-Collusive Affidavit**

AFFIDAVIT

State of \_\_\_\_\_

County of \_\_\_\_\_

\_\_\_\_\_ being first duly sworn deposes and says:  
(Individual's Name)

THAT he is \_\_\_\_\_ of  
(Owner, Officer or Partner)

\_\_\_\_\_  
(Firm Name)

the party making the foregoing proposal or bid dated August 21, 2018 for Low Income Housing Tax Credit Tenant File Management Services; that such proposal or bid is genuine and not collusive or sham; that the bidder has not colluded, conspired, connived or agreed, directly or indirectly, with any bidder or person, to put in a sham bid or to refrain from bidding, and has not in any manner, directly or indirectly, sought by agreement or collusion, or communication or conference with any person, to fix the bid price of affiant or of any bidder, or to fix any overhead, profit or cost element of said bid price, or of that of any other bidder, or to secure any advantage against the Housing Authority of the Borough of Highland Park or any person interested in the proposed contract; and that all statements in the said proposal or bid are true.

\_\_\_\_\_  
(Signature of Bidder)

Subscribed and sworn to before me, this \_\_\_\_ day of \_\_\_\_\_, in the year \_\_\_\_\_

\_\_\_\_\_  
Notary Public

My Commission expires \_\_\_\_\_



**STOCKHOLDER DISCLOSURE**

STATE OF NEW JERSEY

CHAPTER 33 PL 1977

Chapter 33 of the Public Laws of 1977 (N.J.S.A. 52:25-24-2) provides that no corporation or partnership shall be awarded any state, county, municipal or school district contract for the performance of any work or the furnishing of any materials or supplies, unless, prior to the receipt of the bid or accompanying the bid of said corporation or partnership, there is a submitted statement setting forth the names and addresses of all stockholders in the corporation or partnership who own ten percent (10%) or more of its stock of any class, or of all individual partners in the partnership who own a ten percent (10%) or greater interest therein. Form of Statement shall be completed and attached to the proposal.

NAME OF BUSINESS: \_\_\_\_\_

I certify that the list below contains the names and home addresses of all stockholders holding 10% or more of the issued and outstanding stock of the undersigned OR I certify that no one stockholder owns 10% or more of the issued and outstanding stock of the undersigned.

If a corporation owns all or part of the stock of the corporation or partnership submitting the bid, then the statement shall include a list of the stockholders who own 10% or more of the stock of any class of that owning corporation. If no one owns 10% or more stock, attest to that.

Circle the type of business that represents your organization:

Partnership / Corporation / Sole Proprietorship / Limited Partnership / Limited Liability Corporation /  
Limited Liability Partnership / Subchapter S Corporation

The above firm states that the following is a complete listing of stockholders/individual partners who will own ten percent (10% or more interest in the above named firm. Please sign and notarize the form below.

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Home Address: \_\_\_\_\_

Home Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Home Address: \_\_\_\_\_

Home Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Subscribed and sworn before me  
this \_\_\_\_\_ day of \_\_\_\_\_, 2018.

\_\_\_\_\_  
(Notary Public)  
My Commission expires: \_\_\_\_\_

\_\_\_\_\_  
(Signature of Affiant)  
\_\_\_\_\_  
(Print Name and Title of Affiant)  
(Corporate Seal)

**AFFIRMATIVE ACTION COMPLIANCE NOTICE**  
**N.J.S.A. 10:5-31 and N.J.A.C. 17:27**  
**GOODS AND SERVICES CONTRACTS**  
**(INCLUDING PROFESSIONAL SERVICES)**

This form is a summary of the successful bidder's requirement to comply with the requirements of N.J.S.A. 10:5-31 and N.J.A.C. 17:27-1 et seq.

The successful bidder shall submit to the public agency, after notification of award but prior to execution of this contract, one of the following three documents as forms of evidence:

(a) A photocopy of a valid letter that the contractor is operating under an existing Federally approved or sanctioned affirmative action program (good for one year from the date of the letter);

OR

(b) A photocopy of a Certificate of Employee Information Report approval, issued in accordance with N.J.A.C. 17:27-4;

OR

(c) A photocopy of an Employee Information Report (Form AA302) provided by the Division and distributed to the public agency to be completed by the contractor in accordance with N.J.A.C. 17:27-4.

The successful vendor may obtain the Affirmative Action Employee Information Report (AA302) from the contracting unit during normal business hours.

The successful vendor(s) must submit the copies of the AA302 Report to the Division of Contract Compliance and Equal Employment Opportunity in Public Contracts (Division). The Public Agency copy is submitted to the public agency, and the vendor copy is retained by the vendor.

The undersigned vendor certifies that he/she is aware of the commitment to comply with the requirements of N.J.S.A. 10:5-31 and N.J.A.C. 17:27.1 et seq. and agrees to furnish the required forms of evidence.

The undersigned vendor further understands that his/her bid shall be rejected as non-responsive if said contractor fails to comply with the requirements of N.J.S.A. 10:5-31 and N.J.A.C. 17:27-1 et seq.

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

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

PRINT NAME: \_\_\_\_\_

TITLE: \_\_\_\_\_

DATE: \_\_\_\_\_