



PROFESSIONAL CONSULTING SERVICES

RFP-25-004

PROPOSAL PACKAGE

SUBMISSION ADDRESS:

THE HOUSING AUTHORITY OF GLOUCESTER COUNTY
100 POP MOYLAN BLVD.
DEPTFORD, NJ 08096
(856) 845-4959

SUBMIT THREE COPIES OF YOUR PROPOSAL

SUBMISSION DEADLINE: DECEMBER 2, 2025 @ 2:25 PM



HOUSING AUTHORITY OF THE BOROUGH OF GLASSBORO

PROPOSAL COVER SHEET

RFP# 25-004

PROFESSIONAL AUDIT SERVICES

SUBMISSION DEADLINE: **TUESDAY, DECEMBER 2, 2025 AT 2:25 PM**

RETURN PROPOSALS TO:

The Housing Authority of Gloucester County
100 Pop Moylan Boulevard
Deptford, New Jersey 08096

NAME OF PROPOSER: _____

COMPANY NAME: _____

ADDRESS: _____

PHONE: _____

EMAIL: _____





HOUSING AUTHORITY OF THE BOROUGH OF GLASSBORO

RFP# 25-004

RFP FORMS CHECK LIST

Instructions: Please initial in each blank to ensure compliance and sign at the bottom.

- a) _____ Proposal Cover Sheet
- b) _____ Price Forms
- c) _____ IRS Form W-9
- d) _____ Owner Disclosure Statement
- e) _____ Debarment Certification
- f) _____ Certificate for Contracts, etc.
- g) _____ Non-Collusion Affidavit
- h) _____ Affirmative Action Statement & Affidavit
- i) _____ Professional License (if applicable)
- j) _____ Disclosure of Lobbying Activities
- k) _____ Drug-Free Workplace Affidavit
- l) _____ Non-Default Affidavit
- m) _____ HUD-5369-B Instruction to Offerors
- n) _____ NJ Business Registration Certificate
- o) _____ Affidavit of Moral Integrity
- p) _____ Certificate(s) of Professional & General Liability Insurance
- q) _____ Certificate(s) of Workers Compensation Insurance
- r) _____ Mandatory Equal Opportunity
- s) _____ Iranian Certification
- t) _____ General Terms & Conditions
- u) _____ Acknowledgement of Addenda Sheet
- v) _____ HUD 500571 Certification of Payments
- w) _____ Certification of Prohibited Acts in Russia or Belarus

X

Signature of Proposer

Print Name/ Title

Date



The Housing Authority of the Borough of Glassboro

REQUEST FOR PROPOSAL FOR

PROFESSIONAL HOUSING DEVELOPMENT CONSULTING SERVICES 25-004

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The Housing Authority of the Borough of Glassboro

REQUEST FOR PROPOSAL FOR PROFESSIONAL HOUSING DEVELOPMENT SERVICES 25-004

SECTION 1

GENERAL INFORMATION

NAME OF ORGANIZATION AND ADDRESS

HOUSING AUTHORITY OF THE BOROUGH OF GLASSBORO
100 POP MOYLAN BLVD.
DEPTFORD, NEW JERSEY 08096

TELEPHONE

(856) 845-4959 X 218

CONTACT PERSON

KIMBERLY GOBER
Executive Director

SERVICES REQUESTED

The Housing Authority of the Borough of Glassboro is requesting proposals from qualified individuals and firms to provide Professional Housing Development Consulting services to the Authority. Proposals will be evaluated in accordance with the criteria outlined below. One or more individuals/firms may be selected to provide services.

PERIOD OF CONTRACT

One Year (JANUARY 1, 2026 TO DECEMBER 31, 2026)

METHOD OF PAYMENT

Payment made subsequent to the detailed listing of invoices/vouchers for payment on the bill list of the Authority, itemized by project, with certification that the billing is for work completed, as specified, and delivered to the GHA and as may otherwise be convenient to the Authority. Payment vouchers must be received no later than Tuesday of the week before the Board of Commissioners meeting in order to be listed for Payment.

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SECTION 2

☒ **PURPOSE**

The Housing Authority of the Borough of Glassboro (the Authority) hereby solicits, by virtue of this Request for Proposal (RFP), an offer by your firm to provide Professional Housing Development Consulting services to the Housing Authority of the Borough of Glassboro

The successful offeror will be hereinafter referred to as Consultant.

DISCREPANCIES, ERRORS, AND OMISSIONS

- ❑ Any discrepancies, errors, or ambiguities in the RFP or addenda (if any) should be reported in writing to the Authority. Should it be found necessary, a written addendum shall be incorporated into the RFP and shall become part of the contract documents. The Authority shall not be responsible for any oral instructions, clarifications, or other communications.

ADDENDUM AND SUPPLEMENT TO REQUEST FOR PROPOSAL

- ❑ If it becomes necessary to revise any part of this RFP, or if additional data is necessary to enable an exact interpretation of the provisions of this RFP, revisions shall be provided to all individuals and firms who receive or request this RFP.

QUESTIONS AND INQUIRIES

- ❑ Questions and inquiries, which must be written, shall be accepted from any and all individuals and firms. Questions shall be answered in writing, and both questions and answers shall be distributed to all individuals and firms who receive this RFP provided that all questions are received at least seven (7) days in advance of the proposal acceptance date.
- ❑ Please note receiving a bid package via the Authority's website is NOT recognized by law as a certified means of receiving a bid package and in the event that addenda are issued it is the obligation of the prospective bidder receiving a bid package from the website, to contact GHA no later than 7 days prior to the receipt of bids (weekends and holidays excepted) to determine if any addenda were issued by the Authority. All proposals must include an Acknowledgement of Receipt of Addenda(s), if issued.

COMPETITION INTENDED

- ❑ It is the Authority's intent that this RFP permit competition. It shall be the proposer's responsibility to advise the Authority if any language, requirements, etc., or any combinations thereof, inadvertently restricts or limits the requirements stated in this RFP to a single source. Such notification shall be submitted in writing and must be received by the Authority not later than ten (10) days prior to the proposal acceptance date. A review of such notifications shall be made.

☒ **BACKGROUND INFORMATION**

GOVERNING BODY

- ❑ The governing body of the Housing Authority of the Borough of Glassboro is comprised of seven Commissioners who serve five-year terms. An Executive Director is appointed by the Authority's Board

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to manage the day-to-day operations of the Authority.

ORGANIZATION AND ACTIVITY

- The Housing Authority of the Borough of Glassboro (the "Authority") was created under federal and state housing laws as defined by state statute (N.J.S.A. 40A:12A-1, et seq., the "Housing Authority Act"). The governing Board is autonomous but is responsible to the U.S. Department of Housing and Urban Development (HUD) and the New Jersey State Department of Community Affairs. The Authority is responsible for administering housing assistance programs and for the development, maintenance, and management of Housing Assistance Programs for low- and moderate-income families residing in the Borough of Glassboro, New Jersey. The Housing Authority of Gloucester County serves as the managing agent for the Authority through a Management Agreement. GHA's activities include administering of the following subsidized housing programs:

PROGRAMS

S8 Housing Choice Vouchers
Project Based Vouchers
Rental Assistance Demonstration (RAD)

- The Housing Assistance Payments Programs includes tenant and project-based vouchers. This program provides housing assistance payments to participating owners on behalf of eligible program participants to provide decent, safe, sanitary, and affordable housing for extremely low and very low-income families as defined by the Housing Act of 1998. The U.S. Department of Housing and Urban Development (HUD) provides assistance for approximately 160 tenant-based vouchers to the Authority. Additionally, HUD also provides tenant-based relocation voucher assistance for approximately 21 units related to the demolition and disposition of a former Public Housing Project.
- The Rental Assistance Demonstration (RAD) program was created to assist housing authorities with preserving and/or improving public housing properties. The RAD program allows housing authorities to leverage public housing stock and public and private debt to make these improvements in the absence of federal funding for this purpose. In addition, converting to RAD provides for a more stable funding stream. Effective November 30, 2017, the Authority converted the Public Housing portfolio to RAD, converting 104 Public Housing units to project-based vouchers.

RELATED ENTITY:

The Affordable Housing Corporation of Glassboro ("AHCG"): AHCG is a 501c (3) entity incorporated September 12, 2017. AHCG is separate from the Housing Authority of the Borough of Glassboro but related by common management. AHCG is a blended component unit which is included in the financial statements of the Authority. The purpose of AHCG is to provide low- and moderate-income individuals with affordable housing opportunities and without limitation, providing, developing, building, managing, promoting, constructing, operating, selling, leasing, rehabilitating, renovating, and disposing of safe and affordable housing.

MANAGEMENT:

The Housing Authority of Gloucester County (HAGC) is the Managing Agent for the Housing Authority of the Borough of Glassboro (The Authority/GHA). HAGC is autonomous from GHA. The HAGC procures its own housing development consultant.

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SECTION 3

CONTRACT PROVISIONS

CONTRACT PERIOD

- The contract that results from this RFP will commence on JANUARY 1, 2026, terminating on DECEMBER 31, 2026.

INSURANCE

- The Consultant shall provide and maintain the following minimum limits of insurance coverage during the period of performance required under the contract resulting from this RFP:
 - ✓ **Professional Liability** - \$1,000,000 errors and omissions per occurrence
 - ✓ **Workers Compensation and Employers Liability** - Statutory coverage for New Jersey and \$500,000 employers' liability.
 - ✓ **General Liability Insurance**
Prior to commencing work under a resultant contract, the Consultant shall furnish the Authority with a certificate of insurance naming the Authority as additional insured, giving a sixty-day notice of cancellation, nonrenewable, or change in the insurance coverage.

SCOPE OF SERVICES

- The scope of the successful proposer's work will encompass assisting with the following:
 - **Assist with the application process for affordable housing applications. Such applications may include, but may not be limited to:**
 - Rental Assistance Demonstration (RAD) Program
 - Federal Home Loan Bank (FHLB)
 - Low Income Tax Credit Applications
 - Federal or State Affordable Housing Trust Funds
 - Choice Housing Applications
 - New Market Tax Credits
 - Move to Work Applications
 - Mortgage Applications
 - Other Funding Sources for Affordable Housing
 - **Assist with the following:**
 - Administrative Requirements of Project Based Vouchers
 - Preparing and/or assist in preparing developer agreements
 - Prepare and/or assist in preparing policies and or procedures
 - HUD Subsidy Layering reviews
 - Project Budgeting
 - Project Implementation
 - Supportive Services associated with development projects
 - Construction oversight

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- ❑ Monitoring Section 3 and Davis Bacon compliance
- ❑ Compliance oversight regarding development funds awarded from above applications
- ❑ Other similar tasks relating to the development of affordable housing

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SECTION 4

QUALIFICATIONS

CRITERIA

- ❑ Consultants must have proven experience with the following Agencies, Local Governments and/or groups:
 - ❑ US Department of Housing and Urban Development
 - ❑ NJ Housing and Mortgage Finance Agency
 - ❑ NJ Department of Community Affairs
 - ❑ Working with City, Town, Borough and/or County governments
 - ❑ Non-Profits
 - ❑ Resident Groups

KNOWLEDGE, SKILLS, AND ABILITIES

- ❑ Consultants must be knowledgeable in the following areas:
 - Continued compliance of RAD Program requirements
 - Compliance with Requirements of Demolition/Disposition
 - Project Based Vouchers
 - Housing Choice Voucher Program
 - Low Income Housing Tax Credits
 - New Jersey Housing and Mortgage Finance Agency
 - HUD Demolition/Disposition Application and subsequent compliance Process
 - The Uniform Relocation Assistance and Real Property Acquisition Policies Act
 - NJ Relocation Assistance Law and NJ Relocation Assistance Act
 - HUD Section 3 Requirements
 - Davis-Bacon Requirements
 - Working with Real Estate Developers
 - NJ Land Use Law
 - Working with Planning and Zoning Boards

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SECTION 5

FORMAT

TO ASSURE CONSISTENCY, PROPOSALS MUST CONFORM TO THE FOLLOWING FORMAT:

- ❑ Cover letter
- ❑ Table of contents
- ❑ Sections
 - A. Introduction
 - B. Service specifications
 - C. Performance
 - D. Resumes
 - E. Other information
 - F. Cost Proposal

ALL SECTIONS ARE TO BE ADDRESSED AND SPECIFICALLY REFERENCED. THE FOLLOWING EXPLAINS WHAT IS EXPECTED IN EACH OF THE MAJOR SECTIONS:

Section A - Introduction

- ❑ This section should contain the name of the proposer, the principal place of business and, if different, the place where the consulting services will be provided

Section B - Service Specifications

- ❑ This section should contain a plan for providing the Professional Housing Development Consulting services described above with a moderate amount of detail

Section C - Performance

- ❑ This section should detail the capabilities in providing expertise in the above-mentioned areas and the services to be provided under the contract.

Section D - Resume

This section shall address areas as outlined below:

- ❑ The age of the proposer's firm and the average number of employees over the past three years;
- ❑ The qualifications, experience, and training of all persons who would be assigned to provide Professional Housing Development Consulting services along with their names and titles;
- ❑ A listing of other engagements where Professional Consulting services of the types listed under **SCOPE OF SERVICES REQUIRED and KNOWLEDGE, SKILLS, AND ABILITY** were provided in the past five years. This should include other housing development and housing management organizations;
- ❑ Proof of professional liability insurance;
- ❑ Statement that the firm has Workers' Compensation and Employer's Liability Insurance in accordance with New Jersey law;
- ❑ Briefly describe your firm's history, ownership, organizational structure, location of its management; and
- ❑ Provide certification that the proposer has a drug-free workplace policy in substantial compliance with the Federal Drug-Free Workplace Act and that such policy is in place and communicated to all employees.

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Section E- Other Information

- ❑ A list providing names of previous projects
- ❑ Any further pertinent data and information not included elsewhere in this RFP and found necessary by your firm to include.

Section F – Cost Proposal

- ❑ Proposer should complete RFP Price form to include hourly rates by staff level (i.e., partner, manager, senior, junior, etc.)
- ❑ Proposer may not add overhead & profit to the fees charged.
- ❑ Business expenses such as mileage, postage, phone charges, etc. will not be reimbursable.
- ❑ Proposer shall include the hourly pricing CODE as shown on the hourly pricing table when invoicing.
- ❑ Invoices submitted without the unit pricing code will not be processed for payment.

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SECTION 6

☑ PROPOSAL REQUIREMENTS

PREPARATION AND SUBMISSION OF PROPOSALS

- ❑ All proposals, both technical and price, shall be signed in ink by the individual or authorized principles of the firm.
- ❑ It is the obligation of the prospective bidder receiving a bid package from the website, to contact GHA no later than 7 days prior to the receipt of bids (weekends and holidays excepted) to determine if any addenda were issued by the Authority. All proposals must include an Acknowledgement of Receipt of Addenda(s), if issued.
- ❑ Proposals are to be returned in a sealed envelope containing the price and all other information. The face of the envelope shall indicate the RFP number, time, and date of public acceptance, and the title of the proposal (i.e., Professional Housing Development Consulting Services).
- ❑ The Authority shall receive proposals no later than **2:25 PM, December 2, 2025**. Requests for extensions of time shall not be granted. Firms mailing their proposals should allow for normal time to ensure receipt of their proposals by the Authority prior to the time and date fixed for the acceptance of the proposals. Proposals or unsolicited amendments to proposals received by the Authority after the acceptance date shall not be considered.
- ❑ Each firm shall submit **three (3) copies** of its proposal to the Authority, in a sealed envelope, as indicated on the cover sheet of this RFP.
- ❑ All responses, inquiries, or other correspondence relating to or in reference to this RFP, and all other reports, charts, displays, schedules, exhibits, and other documentation submitted by the proposers, shall become the property of the Authority when received.
- ❑ Only information which is received in response to this RFP shall be evaluated. Reference to information previously submitted shall not be considered.
- ❑ Any firm which receives a copy of this RFP, but which declines to submit a proposal is requested to send a formal "Decline to Propose" to the Authority. Failure to respond as requested may subject the firm to removal from consideration on future RFPs.
- ❑ Failure to follow the instructions in this RFP may be cause for rejection of offer.
- ❑ All proposals submitted shall be valid for a minimum period of ninety (90) calendar days following the date established for acceptance.
- ❑ Proposals may be withdrawn by written request from the proposer at the address shown in this RFP prior to the time of acceptance.
- ❑ Negligence on the part of the proposer in preparing the proposal confers no right of withdrawal after

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the time fixed for the acceptance of proposals.

MISCELLANEOUS PROPOSAL REQUIREMENTS

- The Housing Authority of the Borough of Glassboro shall not be responsible for any expenses incurred by any firm in preparing and submitting a proposal. All proposals shall provide a straightforward, concise delineation of the firm's capabilities to satisfy the requirements of this RFP. Emphasis should be on completeness and clarity of content.
- The contents of the proposal submitted by the successful firm and this RFP shall become part of any contract awarded as a result of this RFP. The successful firm shall be expected to sign said contract with the Authority.
- The Authority reserves the right to reject any and all proposals received by reason of this request, or to negotiate separately in any manner necessary to serve the best interests of the Authority. Firms whose proposals are not accepted shall be notified in writing.

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SECTION 7

EVALUATION OF PROPOSALS

GHA shall determine the most qualified proposer(s) based on the following evaluation factors. However, cost is important to GHA. GHA shall attempt to negotiate an acceptable fee with the most qualified proposer(s). If negotiations do not produce a fee proposal in the best interest of GHA, GHA shall negotiate with the next most qualified proposer(s) and so forth until an agreement is reached with a proposer(s) that is in the best interest of GHA. GHA may determine to contract with more than one firm. **NOTE:** An interview may be required.

- ✓ Proposal contains all required information **(0-5 points)**
 - ✓ Relevancy, Quality and Quantity of Qualifications, Experience, and Training of Personnel to be assigned **(0-35 points)**
 - ✓ Relevancy, Quality and Quantity of Housing Development Consulting Services performed. **(0-30 points)**
 - ✓ Cost of services for contract period. **(0-30 points)**
- ❑ At its option, the evaluators may request oral presentations or discussions with any or all proposers for the purpose of clarification or to amplify the material presented in any part of the proposal. However, proposers are cautioned that this provision is not mandatory; therefore, all proposals should be complete and concise and reflect the most favorable terms available from the proposer. Furthermore, the Authority shall use other evaluation criteria, which, in its sole judgment, are necessary for selecting the best proposer.
 - ❑ Upon completion of the proposal evaluation, the "not-to-exceed" cost offered shall then become a matter of public record. Proposers are cautioned, however, that these costs and their components are subject to further evaluation and possible negotiation and, therefore, may not be an exact indicator of a proposer's pricing position.
The award of the contract to one proposer does not mean that the other proposals lacked merit, but that the proposal was deemed to provide the best value to the Authority
 - ❑ The Authority shall structure an Evaluation Panel that shall rank order all submitted proposals using the Ranking Criteria described above. The Evaluation Panel may, at its option, interview one or more proposers depending on whether they are considered, according to the Ranking Criteria, to have a reasonable chance of eventually obtaining an award. The interviews would serve to clarify each interviewee's submittal and could lead to a refinement of the ranking by the Evaluation Panel.
 - ❑ The Evaluation Panel may, at its option, seek supplemental submissions from one or more interviewees, termed a Best and Final Offer ("BAFO"). The BAFO would serve to further clarify each BAFO invitee's proposals and could lead to a refinement of the invitee's technical ranking by the Evaluation Panel.
 - ❑ GHA's Review Committee shall make a recommendation to the GHA's Board of Commissioners for the Executive Director to enter into a contract with selected firm.
 - ❑ GHA reserves the right to reject all proposals.

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SECTION 8

ATTACHMENTS

- ☐ **In addition to the Proposal, the Proposer shall include ALL required information/forms listed on the Proposal Cover Sheet (initials, amounts, signatures, etc.)**