
ENGLEWOOD HOUSING AUTHORITY

**ENGLEWOOD HOUSING AUTHORITY
REQUEST FOR QUALIFICATIONS**

For

INTERIOR DESIGN SERVICES

ON AN AS NEEDED BASIS

for

Buildings Owned and/or Managed by the Englewood Housing Authority

JUNE 2019

ENGLEWOOD HOUSING AUTHORITY

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GLOSSARY

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

1. "AGENCIES" - refers to the both the Englewood Housing Authority (EHA) and other non-profits managed by EHA, also referred to as the "Owner"
2. "BRC" - refers to the New Jersey Business Registration Certificate
3. "Consultant/Contractor" - refers to the Interior Design Person(s) or Company
4. "Engagement Letter" - refers to the document used to award a specific project or work
5. "Evaluation Committee" - refers to the panel which reviews and evaluates the qualification statements and may be made up by the Agencies representatives, legal counsel, financial advisors, etc.
6. "EHA" – refers to the Englewood Housing Authority
7. "Respondent" or "Respondents" - refers to the interested firm(s) that submit a Qualification Statement.
8. "RFQ" - refers to this Request for Qualifications, including any amendments thereof or supplements thereto
9. "Qualification Statement" - refers to the complete responses to this RFQ submitted by the Consultants
10. "List" - refers to the approved list of qualified interior design consultants
11. "Interest Letter" - refers to the document submitted by the Consultant noting his interest in submitting a Qualification Statement
12. "Qualification Letter" - refers to the document submitted by the Consultant noting that he is qualified to submit a Qualification Statement

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A. PROCUREMENT SCHEDULE:

1.	Issuance of Request for Qualifications	June 13, 2019
2.	Last Day for Request of Clarification	June 27, 2019
3.	Qualification Statement Due Date	July 9, 2019
4.	Qualification Statement Due Time (Eastern Daylight Prevailing Time)	1:00 P.M.

SECTION 1.0 INTRODUCTION & BACKGROUND

A. Introduction

The Agencies are soliciting Qualification Statements from interested persons and/or consultants for the provision of **Interior Design Services for the Agencies**, as more particularly described herein. Through a Request for Qualification process described herein, persons and/or consultants interested in assisting the Agencies with the provision of such services must prepare and submit a Qualification Statement in accordance with the procedures and schedules in this RFQ. The Agencies will review Qualification Statements only from those consultants that submit a Qualification Statement which includes all the information required to be included as described herein (in the sole judgment of the Agencies). The Agencies intend to qualify person(s) and/or consultant(s) that: (a) possesses the professional capabilities to provide the proposed services, and (b) will agree to work under the compensation terms and conditions determined by the Agencies.

B. Background

The Agencies wish to create a list of qualified consultant(s)/firm(s), hereinafter referred to as "Consultants" to provide Interior Design Services on an as-needed basis for buildings owned and/or managed by the Agencies. Consultants who meet the qualifications established in this RFQ will be placed on a "List of Qualified Agencies". An engagement letter will be issued with the specific requirements and terms of the engagement. Engagements will be assigned at the discretion of the Agencies as determined to be in the best interests of the Agencies, based on the correlation between the type and complexity of the work required and the areas of specialization/expertise of the consultants on the List. As such, the Agencies cannot guarantee any minimum or maximum volume of work, if any, for consultants selected from this RFQ process. Consultants accepted to the List may be offered engagements to provide service on a periodic, as-needed basis and/or project basis, as determined by the Agencies.

It is the intent of the Agencies to develop a list of consultants whose ranking makes them the most qualified for specific Interior Design Services required for projects as they become available, and/or other phases, as outlined in this RFQ.

Based upon the totality of the information contained in the Qualification Statement, including

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information about the reputation and experience of each Respondent, the Agencies will (in their sole judgment) determine which Respondents are qualified from professional, administrative and financial standpoints. Each Respondent that meets the requirements of the RFQ (in the sole judgment of the Agencies) will be designated as a Qualified Respondent and will be given the opportunity, on a project-by-project basis, to participate in the selection process determined by the Agencies. Consultants to be accepted and put on the List must have demonstrated experience in the provision of full range Interior Design Services for multi-use building developments.

Section 2.0 Scope of Services

A. Scope of Services

Consultant shall provide the Agencies with Interior Design Services on an “As Needed” Basis for current and upcoming projects. The Agencies currently own and/or manage over 4 sites. The Consultant shall handle all matters relative to Interior Design Services in consultation with the Agencies which may arise in connection with projects being developed as well as existing projects. The Agencies will provide a budget for each project. The Consultant must provide all services within the determined budget. These services include, but are limited to:

- a. Site visits to recommend Interior Design improvements as requested by the Agencies;
- b. Provisions of a conceptual design for each project including, but not limited to:
 1. Furniture selections and layouts;
 2. Flooring design and material;
 3. Painting colors and finishes;
 4. Trim/millwork;
 5. Lighting selections/recommendations;
 6. Artwork selections;
 7. Wall coverings;
 8. Ceiling tile design, material, colors, etc.;
 9. Any additional services required by the Agencies in relation to Interior Design;
- c. All conceptual designs will be subject to review and approval by the Agencies;
- d. Develop ways to maximize space and budget. Interior design should be relative to multiple uses of space and changes over time;
- e. Oversee each project until completion;
- f. Communicate and work with the Agencies’ purchasing department to coordinate and procure, where necessary, equipment, material & services to complete the Interior Design.

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B. Consultant's Rate/Fee(s)

The Agencies will provide the Consultant with a budget for each project. **The Consultant must submit a percentage (%) of the budget they will be paid for each project or an hourly rate. It is estimated that each project will require a minimum of eighty (80) hours, but the project size and duration may be increased or decreased. Rates submitted shall reflect the estimated project timeframe.** Rates submitted shall include all services, as listed above in Section C, needed to provide professional Interior Design Services at buildings owned and/or managed by the Agencies.

C. RFQ Proposal Due Date

July 9, 2019 at 1:00 p.m.

D. Term of Contract

The List shall be effective for a period of two (2) years beginning August 1, 2019 and terminating on July 31, 2021, with the option to renew for one (1) additional year at the sole discretion of the Agencies.

E. Payment

If awarded project(s), the Consultant must submit regular invoices (i.e. weekly, monthly, etc.) detailing all services performed.

F. MINIMUM QUALIFICATIONS

Consultants submitting responses to this Request for Qualifications Proposal must meet the following minimum qualifications to be considered for award:

1. At least five (5) years of experience providing Interior Design Services
2. Previous experience with or knowledge of public and private Interior Design projects, of similar scope and size.
3. Possession of or completion of a design certificate or degree in arts.

SECTION 3.0 GENERAL INFORMATION

The selection of Qualified Consultants is not subject to the provisions of the Local Public Contracts Law, N.J.S.A. 40A:11-1 et seq. However, the selection is subject to the New Jersey Local Unit Pay-to-Play Law, N.J.S.A. 19:44A-20.4 et seq. The Agencies have structured a procurement process that seeks to obtain the desired results herein described, while establishing a competitive process to assure that each person and/or consultant is provided an equal opportunity to submit a Qualification Statement in response to this RFQ.

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Qualification Statements will be evaluated in accordance with the criteria set forth in Section 6.0 of this RFQ, which will be applied in the same manner to each Qualification Statement received. Qualification Statements will be reviewed and evaluated by the Agencies and their ad hoc evaluation committee comprised of the agencies' staff and/or already awarded consultants such as legal, financial, etc. The Qualification Statements will be reviewed to determine if the Consultant has met the minimum professional, administrative and financial areas described in this RFQ. Under no circumstances will a respondent participate on the review committee. Based upon the totality of the information contained in the Qualification Statement, including information about the reputation and experience of each Consultant, the Agencies will determine which Consultants are qualified. Each Consultant that meets the requirements of the RFQ will be designated as a Qualified Consultant and may be given an opportunity to participate in the selection process determined by the Agencies on an as-needed basis. Placement on the List of qualified Interior Design consultants does not obligate the Agencies to award work to any consultant.

The Agencies will conduct a comprehensive, fair and impartial evaluation of all Qualification Statements received in response to this RFQ. Each Qualification Statement will be analyzed to determine overall responsiveness and qualifications under this RFQ. The Agencies reserve the right to place one, or more, or none of the Consultants on the List.

A. The Agencies Reserve the Right

The Agencies reserve, hold and may exercise, at their sole discretion, the following rights and options with regard to this RFQ and the procurement process in accordance with the provisions of applicable law.

Upon submission of a Qualification Statement in response to this RFQ, the Consultant acknowledges and consents to the following conditions relative to their submission, review and consideration:

- This document is an RFQ and does not constitute an RFP.
- The Agencies reserve the right, without prior notice, to supplement, amend, or otherwise modify this RFQ, or otherwise request additional information.
- The Agencies reserve the right to reject any or all request s for qualification proposals, to waive any informality in the RFQ process at any time, if deemed to be in the best interest of The Agencies.
- The Agencies reserve the right not to award a contract pursuant to this RFQ.
- The Agencies reserve the right to waive any technical non-conformance with the terms of this RFQ.
- The Agencies reserve the right to retain all Qualification Statements submitted and not permit withdrawal for a period of 60 days subsequent to the deadline for receiving proposals.
- The Agencies reserve the right to reject and not consider any Qualification Statement that does not meet the requirements of this RFQ, including but not necessarily limited to incomplete Qualification Statements and/or Qualification Statements offering alternate or non-requested services.

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- The Agencies shall reserve the right to at any time during the RFQ or contracting processes to prohibit any further participation by the Consultant or reject any Qualification Statements submitted that does not conform to any of the requirements detailed herein.
- The Agencies reserve the right to determine that any Qualification Statement received complies or fails to comply with the terms of this RFQ.
- The Agencies reserve the right to award all or a portion of the award to one or more responsible and responsive Consultants.
- The Agencies reserve the right to terminate a contract awarded pursuant to this RFQ, at any time for its convenience upon ten (10) days written notice to the successful Consultant(s).
- The Agencies shall have no obligation to compensate any Consultant for any costs incurred in connection with responding to this RFQ.
- The Agencies reserve the right to conduct investigations or interviews with any or all of the Consultants, as The Agencies deems necessary or convenient, to clarify the information provided as part of the Qualification Statement and to request additional information to support the information included in any Qualification Statement.
- The Agencies reserve the right to suspend or terminate the RFQ process described in this RFQ at any time. If terminated, The Agencies may determine to commence a new procurement process or exercise any other rights provided under applicable law without any obligation to the Consultants.

Section 4.0 Consultant's Responsibilities

A. Consultant's Responsibilities

Each consultant is expected to examine this RFQ carefully, understand the terms and conditions for providing the services listed herein and respond completely. Failure to complete and provide any of the following documents may result in your consultant not being placed on the Qualified List. The Qualifications Statement Summary must contain:

1. An interest letter identifying the types of services set forth in Section 3.0 hereof for which you wish to be considered.
2. Description and Summary of Experience - Provide a brief description of your firm or yourself, and the capabilities to provide the services required.
3. Personnel - Please provide a brief resume of the individuals who would provide the services, indicating the principal consultant. Provide a brief resume for each person and describe his/her experience in rendering services of the nature that the Agencies seek.
4. General Experience - Describe your experience assisting public housing authorities, public agencies and other counties, municipalities or government agencies with affordable housing developments and mixed use building developments.
5. Conflicts - Describe any existing or potential conflicts of interest, or appearance of conflict of interest you may have, or which reasonably might arise, because of your proposed representation of the Agencies.
6. Investigations - State whether you or any other principals in your consultant have been (in

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- the past 5 years) or are currently the subject of any Federal or State investigation or any investigation by any law enforcement agency, and indicate the nature of this investigation.
7. Insurance - Provide a copy of your Insurance Certificate in amounts acceptable to the Agencies as noted herein on pages 20 & 21.
 8. Any and all documentation as listed in the Submittal Requirement Checklist.

It is the responsibility of the Consultant to address all communication and correspondence pertaining to this RFQ process to the Executive Director. Consultants must not make inquiry or communicate with any other Agency staff member or official (including members of the Board of Trustees or Board of Commissioners) pertaining to this RFQ. Failure to abide by this requirement may be cause for the Agencies to not consider a Qualification Statement received from any Consultant who has not abided by this directive.

B. Non-Curable Items

The following requirements shall be considered mandatory items to be submitted at the time specified in this RFQ for receipt of the Qualification Statement. The failure to submit any one of the mandatory items shall be deemed a fatal defect that shall render the Qualification Statement submission non-responsive that cannot be cured by the governing body.

1. A statement of corporate ownership pursuant to N.J.S.A. 52:25-24.2
2. Acknowledgement of receipt of any notice, clarification, revision or addenda to the advertisement or proposal documents, if applicable, pursuant to N.J.S.A. 40A:11-23.2e

Each Qualification Statement must provide the full business address, phone, fax, email, the contact person of the Consultant, and be signed by an authorized representative as follows:

- Partnerships must furnish the full name of all partners and must be signed in the partnership name by one of the members of the partnership or by an authorized representative, followed by the signature and designation of the person signing.
- Corporations must be signed in the legal name of the corporation, followed by the name of the State in which incorporated and must contain the signature and designation of the president, secretary or other person authorized to bind the corporation in the matter.
- Sole-proprietorship shall be signed by the proprietor.

When requested, satisfactory evidence of the authority of the officer signing shall be furnished.

C. Proof of Business Registration

N.J.S.A. 52:32-44 requires that each Consultant submit proof of business registration prior to contract award. Proof of registration shall be a copy of the Consultant's Business Registration Certificate (BRC). A BRC is obtained from the New Jersey Division of Revenue. Information on obtaining a BRC is available on the internet at www.nj.gov/njbgs or by phone at (609) 292-1730. Be

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advised, all sole-proprietors may not submit their application online and must leave time to process the application by postal service. A sample of the acceptable forms of proof of NJ Business Registration is contained in this RFQ.

N.J.S.A. 52:32-44 imposes the following requirements on Consultants and all sub-consultants that knowingly provide goods or perform services for a Consultant fulfilling this contract. The Consultant shall provide written notice to its sub-consultants and suppliers to submit proof of business registration to the Consultant. If the Qualification Statement includes the use of named sub-consultants, the Business Registration Certificates for those sub-consultants must be submitted prior to contract award. If the selected Consultant uses sub-consultants not part of the submission, prior to receipt of final payment from a contracting agency, the awardee must submit to the Agencies an accurate list of all sub-consultants or attest that none were used. During the term of this contract, the Consultant and its affiliates shall collect and remit, and shall notify all sub-consultants and their affiliates that they must collect and remit to the Director, New Jersey Division of Taxation, the use tax due pursuant to the Sales and Use Tax Act, (N.J.S.A. 54:32B-1 et seq.) on all sales of tangible personal property delivered into this State.

A Consultant, sub-consultant or supplier who provides false business registration information or post award, fails to provide proof of business registration for added sub-consultants shall be liable to a penalty of \$25 for each day of violation, not to exceed \$50,000 for each business registration not properly provided or maintained under a contract with the Agencies. Information on the law and its requirements is available by calling (609) 292-1730.

E. Causes for Rejecting Proposals

Proposals may be rejected for any of the following reasons:

1. Any non-curable defects pursuant to N.J.S.A. 40A: 11-23.2
2. Reasons pursuant to N.J.S.A. 40A 11-13.2
3. If more than one Qualification Statement is received from an individual; consultant or partnership, corporation or association under the same name
4. Multiple Qualification Statements from an agent representing competing Consultants
5. The Qualification Statement is inappropriately unbalanced
6. The Consultant is determined to possess, pursuant to N.J.S.A. 40A: 11-4B, prior negative experience, or

A rejected Qualification Statement shall be deemed as no submittal, and the Qualification Statement shall be returned to the Consultant.

G. Method of Contract Award

- 1) Those Consultants who are found to be qualified to be put on the List shall remain qualified for a period of two (2) years subsequent to the date of notification, with the option to

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- extend for an additional year the sole discretion of the Agencies.
- 2) The length of any subsequent contract awarded to a Consultant on an as needed basis or project based, shall be stated in an Engagement Letter. Pursuant to requirements of N.J.A.C. 5:30-5.1 et seq., any contract resulting from this proposal shall be subject to the availability and appropriation of sufficient funds annually or sufficient funds for the completion of the project. Please note that the Agencies intend to use AIA Document C132 – 2009 (Standard Form of Agreement Between Owner and Construction Manager as Adviser) for any contract award resulting from the RFP.
 - 3) The form of contract shall be submitted by the Agencies to the successful Consultant. Terms of the specifications/RFQ package prevail. Consultant exceptions must be formally accepted by the Agencies.

H. Protests

The Agencies policy for Protests stipulates, "Any actual or prospective Consultant may protest the solicitation or the acceptance of consultants to the List. In the case of a protest of a solicitation, such challenge must be in writing and submitted to the Purchasing Department or its designee no less than three (3) business days before the due date for receipt of Qualification Statements, and any protest to the accepting of consultants to the List must be received within five (5) business days after notification of acceptance, or the protest will not be considered. The Purchasing Assistant or its designee shall review the matter of the challenge and issue a written decision on the matter. Challenges filed after that time shall be considered void and thereupon having no effect on the Agencies from accepting consultants to the List.

The Consultant shall provide the following

- Name, address, telephone number and email of the person filing the protest
- Indicate/ specify the RFQ number and the description of the solicitation
- Provide a detailed statement specifying the nature of the complaint
- Supporting exhibits, evidence, documents to substantiate any arguments; and
- Specify the form of relief being sought

The Purchasing Assistant or its designee shall conduct a review of the protest matter. The Purchasing Assistant shall issue a written decision on the matter. The Purchasing Assistant, after consultation of the Agencies' Legal Counsel and with approval by the Executive Director, may suspend the procurement pending resolution of the protest, if it is warranted by the facts and findings discovered by the Purchasing Assistant or its designee in the review of the protest matter.

I. PROPOSAL REQUIREMENTS

The purpose of this RFQ is to allow the Consultant to demonstrate its qualifications, experience, and competitive differentiators; understanding of Agencies' Project objectives, applicable regulatory requirements and limitations; and ability to provide the requisite array of professional services. The RFQ

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should address all the points outlined herein.

One (1) original and four (4) copies of the Qualification Statement no later than 1:00 p.m. Tuesday, July 9, 2019 to the following address and marked: "RFQ for Interior Design Services".

Englewood Housing Authority
Laura Menoni, Executive Assitant
Administrative Offices
111 West Street
Englewood, NJ 07631

The original copy of the Qualification Statement shall be signed by an officer of the corporation empowered to contractually obligate the consultant.

I. ADMINISTRATIVE INFORMATION REQUIREMENTS

The Qualification Statement submitted by the Consultant must meet or exceed the professional, administrative and financial qualifications set for herein and shall incorporate the information requested below. Consultants are encouraged to be clear, factual, and concise in their presentation of information. The Consultant shall, as part of its Qualification Statement provide the following information:

1. An executive summary (not to exceed two pages) of the information contained in all the other parts of the Qualification Statement.
2. An executed Letter of Qualification (See Appendix A of this RFQ).
3. Name, address and telephone number of the consultant or consultants submitting the Qualification Statement pursuant to this RFQ, and the name of the key contact person.
4. A description of the business organization (i.e. corporation, partnership, joint venture, etc) of each consultant, its ownership and its organizational structure
5. An executed Letter of Intent (See Appendix B).
6. The number of years your organization has been in business under the present name.
7. The number of years your organization has been under the current management.
8. Any judgments within the last five (5) years in which the Consultant has been adjudicated liable for professional malpractice. If yes, please explain.
9. Whether the business organization is now or has been involved in any bankruptcy or reorganization proceedings in the last ten (10) years. If yes, please explain.
10. Confirm appropriate federal and state licenses to perform activities.

II. PROFESSIONAL INFORMATION REQUIREMENTS

1. Consultant shall submit a description of its overall experience in providing the type of services sought in this RFQ. At a minimum, the following information on past experience should be included as appropriate to this RFQ:
 - a. description and scope of work by Consultant

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- b. name, address, phone, email and contact information of references
 - c. explanation of perceived relevance of the experience to this RFQ.
2. Describe the services that the Consultant would perform directly.
3. Describe those portions of the Consultant's services, if any, that are sub-contracted out. Identify all sub-contractors the Consultant anticipates using in connection with a project he/she may be awarded.
4. Resumes of key employees.
5. A narrative statement of the Consultant's understanding of the Agencies' needs and goals.

III. LETTER OF INTEREST

The letter of interest should include an affirmative statement of your understanding of, and interest in this RFQ proposal, the name of the Consultant, the location of the principal place of business, the type of business entity (e.g., corporation, partnership, etc.), and the state of incorporation. The name of the primary contact person must accompany the submission, along with direct contact information.

IV. NON-CURABLE DOCUMENTS

Stockholder's Disclosure Certification - N.J.S.A. 52:25-24.2 provides that no corporation or partnership shall be awarded any contract for the performance of any work or the furnishing of any goods and services, unless, prior to the receipt of the proposal or accompanying the proposal of said corporation or partnership, the Consultant shall submit a 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.

Acknowledgement of Receipt of Addenda/ Clarifications - A document provided by EHA in the RFQ documents for the Consultant to acknowledge the receipt of any notice, revisions, addenda, or clarifications to the advertisement or proposal documents or if not applicable, Consultant acknowledges same pursuant to N.J.S.A. 40A:11-23.2e.

V. ORGANIZATIONAL AND PERSONNEL BACKGROUND

Experience

- a. Describe consultant's experience providing Interior Design Services. Provide the same information for any team member consultant that will have a significant role in delivering the services to the Project.
- b. List any other professional disciplines required to successfully attain the objectives identified in this solicitation.

VI. OTHER REQUIRED SUBMISSION DOCUMENTS

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Each Consultant is required to submit, in addition to those listed in Section 4.0 items I-VI, the documents included in the Submission Documents package. These include:

- Checklist
- Affidavit of Non-Collusion
- Affidavit of Non-Default
- Debarment Statement - submit notarized statement, on the consultant's letterhead, that the Consultant or partner are not debarred, suspended or otherwise prohibited from professional practice by any federal, state or local agency
- Liens, suits or judgments - submit notarized statement on the consultant's letterhead, indicating a description of any disputes, suits, judgments and liens during the past two (2) years
- Business Registration Certificate - N.J.S.A. 52:32-44 requires that each vendor submit proof of business registration prior to contract award. Proof of registration shall be a copy of the consultant's Business Registration Certificate (BRC). If the Qualification Statement includes the use of named sub-consultants, the BRC's for those sub-consultants must also be submitted prior to contract award
- Joint Venture Agreement (if applicable)

SECTION 5.0 GENERAL INSTRUCTIONS

The Qualification Statement submission deadline is **Tuesday, July 9, 2019 at 1:00 p.m.** It is the Consultant's responsibility that Qualification Statements are presented to the owner at the time and at the place designated. Qualification Statements may be hand delivered or mailed; however, the owner disclaims any responsibility for Qualification Statements forwarded by regular or overnight mail. If the Qualification Statement is sent by express mail service, the designation above must also appear on the outside of the express mail envelope. Qualification Statements received after the designated time and date will be returned unopened.

One (1) original and four (4) copies of the Qualification Statements are to be submitted no later than 1:00 p.m. Tuesday, July 9, 2019 to the following address and marked: "RFQ for Interior Design Services".

Englewood Housing Authority
Laura Menoni, Executive Assistant
Administrative Offices
111 West Street
Englewood, NJ 07631

bearing the name and address of the Consultant written on the face of the package, and clearly marked "RFQ for Interior Design Services."

1. QUESTIONS

All communications, including questions and requests for information, must be addressed in writing

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to: Laura Menoni, Executive Assistant, via email to: LMenoni@ehahousing.org. The deadline for receipt of questions pertaining to this RFQ will be Thursday, June 27, 2019 by 1:00 p.m.

The Executive Assistant will respond to all such inquiries in writing by addendum to all prospective Consultants (i.e. consultants or individuals that have obtained the RFQ documents). During the RFQ solicitation process, The Agencies will not conduct any ex parte conversation (a substantive conversation) between The Agencies and a prospective Consultant when decisions pertaining to this RFQ are made when other prospective Consultants are not present. Such conversations may give one prospective Consultant an unfair advantage over other prospective Consultants.

2. INTERPRETATION AND ADDENDA

The Consultant should rely only on representations, statements or explanations, contained in this RFQ, any documents that THE AGENCIES has provided the Consultant, which are referred to in this RFQ, and in such formal written addenda as are issued by THE AGENCIES prior to the proposal submission deadline.

SECTION 6.0 EVALUATION AND SELECTION CRITERIA

The Agencies objective in soliciting Qualification Statements is to enable it to select consultants or organizations that will provide high quality and cost effective service to the Agencies. The Agencies will consider Qualification Statements only from consultants or organizations that, in the Agencies' judgment, have demonstrated the capability and willingness to provide high quality services to the Agencies in a manner described in this RFQ.

The Consultant is to provide the following:

- a. Name, address, type of organization (i.e. corporation, partnership, etc), business license (documented) Federal Tax ID Number, telephone/fax number and email of each participating consultant.
- b. Names and addresses of consultant's principal officers.
- c. A description of each consultants' technical capabilities and areas of expertise.
- d. A description of how a project will be organized and managed; who will do the work and the role of each team member.
- e. Percentage per budget or hourly rate that the Consultant will be paid.
- f. Ensure that all points and requirements in the Qualification Statement are addressed.

The Agencies will make their selection based upon the merit-based evaluation criteria described below. The Agencies will evaluate only those consultants whose Qualification Statements are responsive to the requirements of this RFQ. Responses may receive a maximum score of one hundred (100) points subdivided in the following categories:

1) Technical Criteria

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- i. Proposed Methodology
 - a. Does the consultant’s Qualification Statement demonstrate a clear understanding of the scope of work and related activities?
 - b. Is the consultant’s Qualification Statement complete and responsive to the specific RFQ requirements?
 - ii. Schedule and Approach
 - a. Consultant’s demonstrated ability for phasing and scheduling?
- 2) Management Criteria
- i. History and experience in performing the work
 - a. Does the consultant document a record of reliability?
 - b. Does the consultant demonstrate a track record of service and contract compliance performance?
 - ii. Availability of personnel, facilities, equipment and other resources
 - a. To what extent does the consultant rely on in-house resources vs. contracted resources?
 - b. Is the availability of in-house and contract resources documented?
 - iii. Qualification and experience of personnel
 - a. Documentation of experience and strength of Interior Design consultants’ key personnel and when appropriate, sub-consultants and demonstrated ability to perform tasks and services under an Interior Design services agreement?
 - b. Documentation of evidence of performing interior design projects within budget?
 - c. Does the consultant make use of business-capabilities or initiatives that involve women, and the disadvantaged?
- 3) Cost Criteria
- iii. Percentage Fee of the Budget or Hourly Rate for services to be provided
 - a. Percentage Fee of the Budget or Hourly Rate: How does the fee and its component charges compare to other similarly scored responses?

EVALUATION CRITERIA	MAXIMUM POINTS
1. Technical Criteria Description Services _____ Schedule and Approach _____	30
2. Management Criteria Business Management _____ Past Performance; Relevant Experience _____	55
3. Cost Criteria Proposed Fee _____	15
TOTAL AVAILABLE POINTS	100

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The Agencies will evaluate and place on a List responsible and responsive Qualification Statements of Consultant whose offer conforms to the solicitation and is most advantageous to the Agencies (i.e. that which represents the best value to the Agencies), cost or price and other relevant factors considered.

*By submitting a response to this RFQ, the consultant agrees to attend an interview after the qualifications are received, ***if requested***. This interview will not allow the consultant to change their proposed fee or scope of services. The interview is instead an opportunity for the Authority to better understand the consultant's proposal. All information submitted in the consultant's Qualification Statement is binding and not subject to change. *

SECTION 7.0 PROPOSED FEE

The Consultant must submit a percentage (%) of the budget they will be paid for each project or an hourly rate. It is estimated that each project will require a minimum of eighty (80) hours, but the project size and duration may be increased or decreased. Rates submitted shall reflect the estimated project timeframe. Rates submitted shall include all services, as listed above in Section C, needed to provide professional Interior Design Services at buildings owned and/or managed by the Agencies.

Percentage (%) of Budget	_____ %
--------------------------	---------

OR

Hourly Rate	\$ _____
-------------	----------

Consultant Name (Print): _____ Date: _____

Consultant Signature: _____

ENGLEWOOD HOUSING AUTHORITY

SECTION 8.0 ADDITIONAL INFORMATION

1. INSURANCE REQUIREMENTS

The acceptance of Consultants on the List shall be effective only upon receipt and approval by the Authority of acceptable evidence of the insurance required below, issued by insurers admitted within the State of New Jersey. Such insurance shall be in force on the date of receipt of the notice of acceptance to the List and shall remain continuously in force for the duration that the List is effective. Consultant shall provide evidence of worker's compensation insurance covering its employees, and evidence of general liability insurance naming the Englewood Housing Authority as additional insured as follows:

- A. Worker's Compensation insurance that meets the statutory obligations
- B. Commercial General Liability insurance with limits of at least \$1,000,000 general aggregate, \$1,000,000 products- completed operations, \$1,000,000 personal injury, \$1,000,000 each occurrence, \$50,000 fire damage and \$5,000 medical expense any one person. The policy shall be on an occurrence basis, shall include contractual liability coverage and the Englewood Housing Authority shall be named as an additional insured.

2. AMERICANS WITH DISABILITIES ACT OF 1990

Discrimination on the basis of disability in contracting for the purchase of goods and services is prohibited. Consultants are required to read Americans with Disabilities language that is included as Appendix A of the sample contract and agree that the provisions of Title II of the Act are made a part of the contract. The contractor is obligated to comply with the Act and to hold the owner harmless.

3. TRUTH IN CONTRACTING

Consultants should be aware of the following statutes that represent "Truth in Contracting" laws:

- N.J.S.A. 2C:21-34 et seq. governs false claims and representations by Consultants. It is a serious crime for the Consultant to knowingly submit a false claim and/or knowingly make material misrepresentations.
- N.J.S.A. 2C:27-10 provides that a person commits a crime if said person offers a benefit to a public servant for an official act performed or to be performed by a public servant, which is a violation of official duty.
- N.J.S.A. 2C:27-11 provides that a Consultant commits a crime if said person, directly or indirectly, confers or agrees to confer any benefit not allowed by law to a public servant.

4. TERMINATION OF CONTRACT...IF AWARDED AFTER BEING ACCEPTED TO THE LIST

- A. If, through any cause, the Consultant shall fail to fulfill in a timely and proper manner

ENGLEWOOD HOUSING AUTHORITY

obligations under the contract or if the Consultant shall violate any of the requirements of the contract, the Agencies shall there upon have the right to terminate the contract by giving written notice to the Consultant of such termination and specifying the effective date of termination. Such termination shall relieve the Agencies of any obligation for balances to the contractor of any sum or sums set forth in the contract. The Agencies will pay only for goods and services accepted prior to termination.

- B. Notwithstanding the above, the Consultant shall not be relieved of liability to the Agencies for damages sustained by the owner by virtue of any breach of the contract by the Consultant and the Agencies may withhold any payments to the Consultant for the purpose of compensation until such time as the exact amount of the damage due the Agencies from the Consultant is determined.
- C. The Consultant agrees to indemnify and hold the owner harmless from any liability to sub-consultants/suppliers concerning payment for work performed or goods supplied arising out of the lawful termination of the award of projects by the Agencies under this provision.
- D. In case of default by the Consultant, the Agencies may procure the goods or services from other sources and hold the Consultant responsible for any excess cost.
- E. Continuation of the terms of the contract beyond the fiscal year is contingent on availability of funds in the following year's budget. In the event of unavailability of such funds, the Agencies reserve the right to cancel any contract awarded for any projects as a result of this RFQ.
- F. ACQUISITION, MERGER, SALE AND/OR TRANSFER OF BUSINESS, ETC. It is understood by all parties that if, during the life of the contract, the Consultant disposes of his/her business concern by acquisition, merger, sale and/or transfer or by any means convey his/her interest(s) to another party; all obligations are transferred to that new party. In this event, the new owner(s) will be required to submit all documentation/ legal instruments that were required in the original proposal/contract. Any change shall be approved by THE AGENCIES. The Consultant will not assign any interest in the contract and shall not transfer any interest in the same without the prior consent of the Agencies. The Agencies may terminate the contract for convenience by providing (60) calendar day advance notice to the Consultant.

5. PAY TO PLAY

Starting in January, 2007, business entities are advised of their responsibility to file an annual disclosure statement of political contributions with the New Jersey Election Law Enforcement Commission (ELEC) pursuant to N.J.S.A. 19:44A-20.27 if they receive contracts in excess of \$50,000 from public entities in a calendar year.

Business entities are responsible for determining if filing is necessary. Additional information on this requirement is available from ELEC at 999-313-3532 or at www.elec.state.nj.us.

ENGLEWOOD HOUSING AUTHORITY

APPENDIX A

LETTER OF QUALIFICATION

(Note: To be typed on Consultant's Letterhead. No modifications may be made to this letter)

(Insert Date)

Attn: Laura Menoni
Executive Assistant
Englewood Housing Authority
111 West Street
Englewood, NJ 07631

Dear Ms. Menoni:

The undersigned has reviewed the enclosed Qualification Statement submitted in response to the Request for Qualifications (RFQ) issue by the Englewood Housing Authority, dated -----, in connections with the Agencies' need for Interior Design Services.

I/We affirm that the contents of my/our Qualification Statement (which Qualification Statement is incorporated herein by reference) is accurate, factual and complete to the best of our knowledge and belief and that the Qualification Statement is submitted in good faith upon express understanding that any false statement may result in the disqualification of (Name of Consultant).

(Consultant shall sign and complete the spaces provided below. If a joint venture, appropriate officers of each company shall sign).

(Signature)

(Type Name and Title)

(Type Name of Consultant)

(Date)

ENGLEWOOD HOUSING AUTHORITY

APPENDIX B

LETTER OF INTEREST

(Note: To be typed on Consultant's Letterhead. No modifications may be made to this letter except to insert information as identified)

(Insert Date)

Attn: Laura Menoni
Executive Assistant
Englewood Housing Authority
111 West Street
Englewood, NJ 07631

Dear Ms. Menoni:

The undersigned, as Consultant, has submitted the attached Qualification Statement in response to the Request for Qualifications (RFQ) issue by the Englewood Housing Authority, dated -----, in connections with the Agencies' need for Interior Design Services.

(Name of Consultant) hereby states:

- i. The Qualification Statement contains accurate, factual and complete information.
- ii. (Name of Consultant) agrees to participate in good faith in the procurement process as described in this RFQ and to adhere to the Agencies' procurement schedule.
- iii. (Name of Consultant) acknowledges that all costs incurred by it in connection with the preparation and submission of the Qualification Statement and any proposal prepared and submitted in response to this RFQ, or any negotiation which results therefrom shall be borne exclusively by the Consultant.
- iv. (Name of Consultant) hereby declares that the only persons participating in this Qualification Statement as Principals are named herein and that no person other than those herein mentioned has any participation in this Qualification Statement or in any contract to be entered into with respect thereto. Additional persons may subsequently be included as participating Principals, but only if acceptable to the Agencies.
- v. (Name of Consultant) declares that this Qualification Statement is made without connection with any other person, consultant or parties who has submitted a Qualification Statement, except as expressly set forth below and that it has been prepared and has been submitted in good faith and without collusion or fraud.
- vi. (Name of Consultant) acknowledges and agrees that the Agencies may modify, amend, suspend and/or terminate the procurement process. In any case, the Agencies shall not have any liability to the Consultant for any costs incurred by the Consultant with respect to the procurement activities described in this RFQ.

ENGLEWOOD HOUSING AUTHORITY

(Consultant shall sign and complete the spaces provided below. If a joint venture, appropriate officers of each company shall sign).

(Signature)

(Name and Title)

ENGLEWOOD HOUSING AUTHORITY

STANDARD BID DOCUMENT REFERENCE	
	Reference: VII-C
Name of Form:	STATEMENT OF OWNERSHIP DISCLOSURE
Statutory Reference:	N.J.S.A. 52:25-24.2 (P.L. 1977, c.33)
Instructions Reference:	Statutory and Other Requirements VII–C
Description:	Meets statutory criteria for disclosure of consultant’s ownership.

No corporation or partnership shall be awarded any contract or be accepted to the list for the performance of any work or the furnishing of any materials or supplies, unless, prior to the receipt of the Qualification Statement or accompanying the Qualification Statement of said corporation or partnership, there is submitted a statement setting forth the names and addresses of all stockholders in the corporation or partnership who own ten (10) percent or more of its stock of any class, or of all individual partners in the partnership who own a ten (10) percent or greater interest therein. Form of Statement shall be completed and attached to the Qualification Statement.

The Attorney General has concluded that the provisions of N.J.S.A. 52:25-24.2, in referring to corporations and partnerships, are intended to apply to all forms of corporations and partnerships, including, but not limited to, limited partnerships, limited liability corporations, limited liability partnerships, and Subchapter S corporations.

Consultants are required to disclose whether they are a partnership, corporation or sole proprietorship. The Stockholder Disclosure Certification form shall be completed, signed and notarized. Failure of the Consultant to submit the required information is cause for automatic rejection of the Qualification Statement.

ENGLEWOOD HOUSING AUTHORITY

STATEMENT OF OWNERSHIP DISCLOSURE

N.J.S.A. 52:25-24.2 (P.L. 1977, c.33, as amended by P.L. 2016, c.43)

This statement shall be completed, certified to, and included with all Qualification Statements. Failure to submit the required information is cause for automatic rejection of the Qualification Statements.

Name of Organization: _____

Organization Address: _____

Part I Check the box that represents the type of business organization:

- Sole Proprietorship (skip Parts II and III, execute certification in Part IV)
- Non-Profit Corporation (skip Parts II and III, execute certification in Part IV)
- For-Profit Corporation (any type) Limited Liability Company (LLC)
- Partnership Limited Partnership Limited Liability Partnership (LLP)
- Other (be specific): _____

Part II

- The list below contains the names and addresses of all stockholders in the corporation who own 10 percent or more of its stock, of any class, or of all individual partners in the partnership who own a 10 percent or greater interest therein, or of all members in the limited liability company who own a 10 percent or greater interest therein, as the case may be. **(COMPLETE THE LIST BELOW IN THIS SECTION)**

OR

- No one stockholder in the corporation owns 10 percent or more of its stock, of any class, or no individual partner in the partnership owns a 10 percent or greater interest therein, or no member in the limited liability company owns a 10 percent or greater interest therein, as the case may be. **(SKIP TO PART IV)**

(Please attach additional sheets if more space is needed):

Name of Individual or Business Entity	Home Address (for Individuals) or Business Address

ENGLEWOOD HOUSING AUTHORITY

Part III DISCLOSURE OF 10% OR GREATER OWNERSHIP IN THE STOCKHOLDERS, PARTNERS OR LLC MEMBERS LISTED IN PART II

If a consultant has a direct or indirect parent entity which is publicly traded, and any person holds a 10 percent or greater beneficial interest in the publicly traded parent entity as of the last annual federal Security and Exchange Commission (SEC) or foreign equivalent filing, ownership disclosure can be met by providing links to the website(s) containing the last annual filing(s) with the federal Securities and Exchange Commission (or foreign equivalent) that contain the name and address of each person holding a 10% or greater beneficial interest in the publicly traded parent entity, along with the relevant page numbers of the filing(s) that contain the information on each such person. **Attach additional sheets if more space is needed.**

Website (URL) containing the last annual SEC (or foreign equivalent) filing	Page #'s

Please list the names and addresses of each stockholder, partner or member owning a 10 percent or greater interest in any corresponding corporation, partnership and/or limited liability company (LLC) listed in Part II **other than for any publicly traded parent entities referenced above.** The disclosure shall be continued until names and addresses of every noncorporate stockholder, and individual partner, and member exceeding the 10 percent ownership criteria established pursuant to N.J.S.A. 52:25-24.2 has been listed. **Attach additional sheets if more space is needed.**

Stockholder/Partner/Member and Corresponding Entity Listed in Part II	Home Address (for Individuals) or Business Address

Part IV Certification

I, being duly sworn upon my oath, hereby represent that the foregoing information and any attachments thereto to the best of my knowledge are true and complete. I acknowledge: that I am authorized to execute this certification on behalf of the bidder/consultant; that the **<name of contracting unit>** is relying on the information contained herein and that I am under a continuing obligation from the date of this certification through the completion of any contracts with **<type of contracting unit>** to notify the **<type of contracting unit>** in writing of any changes to the information contained herein; that I am aware that it is a criminal offense to make a false statement or misrepresentation in this certification, and if I do so, I am subject to criminal prosecution under the law and that it will constitute a material breach of my agreement(s) with the, permitting the **<type of contracting unit>** to declare any contract(s) resulting from this certification void and unenforceable.

Full Name (Print):		Title:	
Signature:		Date:	

ENGLEWOOD HOUSING AUTHORITY

STATE OF NJ BUSINESS REGISTRATION CERTIFICATE

STATE OF NEW JERSEY BUSINESS REGISTRATION CERTIFICATE FOR STATE AGENCY AND CASINO SERVICE CONTRACTORS		DEPARTMENT OF TREASURY BUREAU OF REVENUE 10-900-222 TRENTON, N.J. 08646-0202
TAXPAYER NAME: TAX REGISTRATION TEST ACCOUNT	TRADE NAME: CLIENT REGISTRATION	
TAXPAYER IDENTIFICATION: 97C-397-982/500	SEQUENCE NUMBER: 0107200	
ADDRESS: 847 ROEBLING AVE TRENTON NJ 08611	ISSUANCE DATE: 07/14/04	
PERIODIC DATE: 01/01/05		
FORM-BRC(08-01)	<i>John S. Tully</i> Acting Director	

This Certificate is NOT assignable or transferrable. It must be conspicuously displayed at above address.

STATE OF NEW JERSEY BUSINESS REGISTRATION CERTIFICATE	
Taxpayer Name:	TAX REG TEST ACCOUNT
Trade Name:	
Address:	847 ROEBLING AVE TRENTON, NJ 08611
Certificate Number:	1092997
Date of Issuance:	October 14, 2004
For Office Use Only:	
	20041014112813533

ENGLEWOOD HOUSING AUTHORITY

Acknowledgment of Receipt of Addenda

Please note that this Form must be returned with your Qualification Statement. Failure to return this Form with your Qualification Statement is a non-curable fatal flaw which shall cause your submittal to be rejected

The undersigned respondent hereby acknowledges receipt of the following Addenda, (if any)

ADDENDA NUMBER	DATE OF ADDENDA	DATE ADDENDA RECEIVED BY CONTRACTOR

No addenda issued

Signed: _____ Title: _____

Printed Name: _____ Date: _____

Company: _____

ENGLEWOOD HOUSING AUTHORITY

RFQ SUBMITTAL REQUIREMENT CHECKLIST

	(PLEASE CHECK OFF EACH ITEM)		INITIAL	
	MANDATORY SUBMITTAL REQUIREMENTS	Page	YES	NO
1	NON-CURABLE ITEMS			
	Statement of Ownership Disclosure			
	Acknowledgement of Receipt of Addenda			
2	OTHER REQUIRED SUBMISSION DOCUMENTS			
	Proposed Fee			
	Letter of Qualification (Appendix A) (Provide on Company Letterhead)			
	Letter of Interest (Appendix B) (Provide on Company Letterhead)			
	Organizational and Personal Background (Provide brief summary)			
	Interior Design Approach (Provide brief summary)			
	Proposal Submittal Requirement Checklist			
	Non-Collusion Affidavit			
	Affidavit of Non-Default			
	Business Registration Certificate (BRC)			
	Insurance Requirement & Acknowledgment Form			
	Statement of Compliance			
	Americans with Disabilities Act of 1990 Language			
	Service Entity Information Form			
	Debarment Statement (Provide on Company Letterhead)			
	Liens, Suits and Judgments Statement (Provide on Company Letterhead)			
	W-9 Form (Taxpayer Identification Number & Certification)			
	Disclosure of Investments in Iran			
	Conflict of Interest Disclosure			
	Mandatory Equal Employment Opportunity Notice			

ENGLEWOOD HOUSING AUTHORITY

INSURANCE REQUIREMENT AND ACKNOWLEDGMENT FORM

And

HOLD HARMLESS / INDEMNIFICATION AGREEMENT

Respondents Certificate of Professional Liability coverage shall be filed with the Agencies' office upon award of contract by the Agencies.

Acknowledgment of Insurance Requirement:

(Signature)

(Date)

(Printed Name and Title)

INDEMNITY: To the maximum extent permitted by law, the consultant/contractor shall defend, indemnify and hold the Agencies and its commissioners, officers, agents and employees harmless from and against all claims, actions, judgments, damages and costs, including reasonable attorneys' fees and all other costs of defense to which the Agencies or its commissioners, officers, agents or employees may be subjected, or which they may suffer, that are caused by, or arise out of, any act, error or omission of the consultant/contractor, their subcontractors, affiliates, or anyone retained by or employed by the consultant/contractor in connection with the project/ service or from their failure to comply with any of the provisions of their contracts or of the law. This indemnity shall not apply to the extent of the Agencies' or its commissioners, officers, agents or employees' negligence. The consultant agrees, that it will not implead the Agencies or their commissioners, officers, agents or employees into any such claim or action.

ENGLEWOOD HOUSING AUTHORITY

STATEMENT OF COMPLIANCE

This is to certify that all persons employed by the undersigned will be paid full weekly wages earned, less permissible deductions for income taxes, social security, etc., and that no rebates have been or will be made either directly or indirectly to the undersigned from the full weekly wages earned by any person in its employ.

SIGNATURE: _____

PRINT NAME: _____

TITLE: _____

DATE: _____

ENGLEWOOD HOUSING AUTHORITY

AMERICANS WITH DISABILITIES ACT OF 1990 (APPENDIX A)

Equal Opportunity for Individuals with Disability

The contractor and the Authority do hereby agree that the provisions of Title 11 of the Americans with Disabilities Act of 1990 (the Act) (42 U.S.A. S121 01 et seq.), which prohibits discrimination on the basis of disability by public entities in all services, programs, and activities provided or made available by public entities, and the rules and regulations promulgated pursuant there unto, are made a part of this contract. In providing any aid, benefit, or service on behalf of the Authority pursuant to this contract, the contractor agrees that the performance shall be in strict compliance with the Act. In the event that the contractor, its agents, servants, employees, or subcontractors violate or are alleged to have violated the Act during the performance of this contract, the contractor shall defend the Authority in any action or administrative proceeding commenced pursuant to this Act. The contractor shall indemnify, protect, and save harmless the Authority, its agents, servants, and employees from and against any and all suits, claims, losses, demands, or damages of whatever kind or nature arising out of or claimed to arise out of the alleged violation. The contractor shall, at its own expense, appear, defend, and pay any and all charges for legal services and any and all costs and other expenses arising from such action or administrative proceeding or incurred in connection therewith. In any and all complaints brought pursuant to the Authority's grievance procedure, the contractor shall satisfy and discharge the same at its own expense.

The Authority shall, as soon as practicable after a claim has been made against it, give written notice thereof to the contractor along with full and complete particulars of the claim. If any action or administrative proceeding is brought against the Authority or any of its agents, servants, and employees, the Authority shall expeditiously forward or have forwarded to the contractor every demand, complaint, notice, summons, pleading, or other process received by the Authority or its representatives.

It is expressly agreed and understood that any approval by the Authority of the services provided by the contractor pursuant to this contract will not relieve the contractor of the obligation to comply with the Act and to defend, indemnify, protect, and save harmless the owner pursuant to this paragraph.

It is further agreed and understood that the Authority assumes no obligation to indemnify or save harmless the contractor, its agents, servants, employees and subcontractors for any claim which may arise out of their performance of this Contract. Furthermore, the contractor expressly understands and agrees that the provisions of this indemnification clause shall in no way limit the contractor's obligations assumed in this Contract, nor shall they be construed to relieve the contractor from any liability, nor preclude the Authority from taking any other actions available to it under any other provisions of the Contract or otherwise at law.

ENGLEWOOD HOUSING AUTHORITY

SERVICE ENTITY INFORMATION FORM

If the Consultant is an **INDIVIDUAL**, sign name and give the following information:

Name: _____

Address: _____

Telephone No: _____ Federal ID No: _____

Fax No: _____ Email: _____

If Individual has a TRADE NAME, give such trade name:

Trading as: _____ Telephone No: _____

If the Consultant is a PARTNERSHIP, give the following information:

Name: _____

Address: _____

Telephone No: _____ Federal ID No: _____

Fax No: _____ Email: _____

Signature of authorized agent: _____

If the Consultant is INCORPORATED, give the following information:

State under whose laws incorporated: _____

Location of principal office: _____

Telephone No: _____ Federal ID No: _____

Fax No: _____ Email: _____

Name of agent in charge of said office upon whom notice may be legally served:

Telephone No: _____ Name of Corporation: _____

Signature: _____ By: _____

Title: _____ Address: _____

ENGLEWOOD HOUSING AUTHORITY

DISCLOSURE OF INVESTMENT ACTIVITIES IN IRAN

Bid/Proposal Number: _____ **Bidder/Vendor:** _____

Pursuant to Public Law 2012, c. 25, any person or entity that submits a bid or proposal or otherwise proposes to enter into or renew a contract must complete the certification below to attest, under penalty of perjury, that the person or entity, or one of the person or entity's parents, subsidiaries, or affiliates, is not identified on a list created and maintained by the New Jersey Department of the Treasury as a person or entity engaging in investment activities in Iran. If the Director finds a person or entity to be in violation of the principles which are the subject of this law, she/he shall take action as may be appropriate and provided by law, rule or contract, including but not limited to, imposing sanctions, seeking compliance, recovering damages, declaring the party in default and seeking debarment or suspension of the person or entity.

I certify, pursuant to Public Law 2012, c. 25, that the person or entity listed above for which I am authorized to submit a proposal:

is not providing goods or services of \$20,000,000 or more in the energy sector of Iran, including a person or entity that provides oil or liquefied natural gas tankers, or products used to construct or maintain pipelines used to transport oil or liquefied natural gas, for the energy sector of Iran, **AND**

is not a financial institution that extends \$20,000,000 or more in credit to another person or entity, for 45 days or more, if that person or entity will use the credit to provide goods or services in the energy sector in Iran.

In the event that a person or entity is unable to make the above certification because it or one of its parents, subsidiaries, or affiliates has engaged in the above-referenced activities, a detailed, accurate and precise description of the activities must be provided in part 2 below to the Englewood Housing Authority under penalty of perjury. Failure to provide such will result in the proposal being rendered as non-responsive and appropriate penalties, fines and/or sanctions will be assessed as provided by law.

PART 2: PLEASE PROVIDE FURTHER INFORMATION RELATED TO INVESTMENT ACTIVITIES IN IRAN

You must provide a detailed, accurate and precise description of the activities of the consultant, or one of its parents, subsidiaries or affiliates, engaging in the investment activities in Iran outlined above by completing the boxes below.

Name: _____ Relationship to Consultant: _____

Description of Activities: _____

Duration of Engagement: _____ Anticipated Cessation Date: _____

Consultant Contact Name: _____ Contact Phone Number: _____

Certification: I, being duly sworn upon my oath, hereby represent and state that the foregoing information and any attachments thereto to the best of my knowledge are true and complete. I attest that I am authorized to execute this certification on behalf of the above-referenced person or entity. I acknowledge that the State of New Jersey is relying on the information contained herein and thereby acknowledge that I am under a continuing obligation from the date of this certification through the completion of any contracts with the State to notify the State in writing of any changes to the answers of information contained herein. I acknowledge that I am aware that it is a criminal offense to make a false statement or misrepresentation in this certification, and if I do so, I recognize that I am subject to criminal prosecution under the law and that it will also constitute a material breach of my agreement(s) with the State of New Jersey and that the State at its option may declare any contract(s) resulting from this certification void and unenforceable.

Full Name (Print): _____ Signature: _____

Title: _____ Date: _____

ENGLEWOOD HOUSING AUTHORITY

Form W-9 (Rev. October 2007) Department of the Treasury Internal Revenue Service	Request for Taxpayer Identification Number and Certification	Give form to the requester. Do not send to the IRS.
--	--	---

Print or type See Specific Instructions on page 2.	Name (as shown on your income tax return)	
	Business name, if different from above	
	Check appropriate box: <input type="checkbox"/> Individual/Sole proprietor <input type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Limited liability company. Enter the tax classification (D=disregarded entity, C=corporation, P=partnership) ▶ <input type="checkbox"/> Exempt payee <input type="checkbox"/> Other (see instructions) ▶	
	Address (number, street, and apt. or suite no.)	Requester's name and address (optional)
	City, state, and ZIP code	
List account number(s) here (optional)		

Part I Taxpayer Identification Number (TIN)	
Enter your TIN in the appropriate box. The TIN provided must match the name given on Line 1 to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see <i>How to get a TIN</i> on page 3.	Social security number _____ OR Employer identification number _____
Note. If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.	

Part II Certification	
Under penalties of perjury, I certify that:	
1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and 2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and 3. I am a U.S. citizen or other U.S. person (defined below).	
Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the Certification, but you must provide your correct TIN. See the instructions on page 4.	

Sign Here	Signature of U.S. person ▶	Date ▶
------------------	----------------------------	--------

General Instructions
 Section references are to the Internal Revenue Code unless otherwise noted.

Purpose of Form
 A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

- Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
- Certify that you are not subject to backup withholding, or
- Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income.

Note. If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,
- An estate (other than a foreign estate), or
- A domestic trust (as defined in Regulations section 301.7701-7).

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners' share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income.

The person who gives Form W-9 to the partnership for purposes of establishing its U.S. status and avoiding withholding on its allocable share of net income from the partnership conducting a trade or business in the United States is in the following cases:

- The U.S. owner of a disregarded entity and not the entity,

ENGLEWOOD HOUSING AUTHORITY

CONFLICT OF INTEREST & POLITICAL CONTRUBUTION DISCLOSURE CERTIFICATION

The consultant certified that to the best of its knowledge and belief and except as otherwise disclosed, he or she does not have any organizational conflict of interest which is defined as a situation in which the nature of work to be performed under this proposed contract and the consultant's organizational, financial, contractual, or other interests may, without some restrictions on future activities:

- a) result in an unfair competitive advantage to the bidder/consultant; or
- b) impair the consultant's objectivity in performing the contract work.

In the absence of any actual or apparent conflict, I certify that to the best of my knowledge and belief, no actual or apparent conflict of interest exists with regard to my possible performance of this procurement.

By the submission of this proposal, the consultant certifies that to the best of its knowledge and belief, neither it, nor any person or consultant which has an interest in the consultant's consultant, nor any of the consultant's sub-contractors, is ineligible to:

- 1. be awarded contracts by any agency of the U.S. Government, HUD or the State of NJ.
- 2. participate in HUD programs pursuant to 24 CFR Part 24.

The certification above is material representation of fact upon which reliance was placed when making award. If it is later determined that the consultant knowingly rendered an erroneous certification, the contract may be terminated by default, and the consultant may be debarred or suspended from participation in HUD programs and other Federal contract programs.

Signature of Person Authorized to sign for consultant

Print Name

Date

ENGLEWOOD HOUSING AUTHORITY

C. 271 POLITICAL CONTRIBUTION DISCLOSURE FORM

Contractor Instructions

Business entities (contractors) receiving contracts from a public agency that are NOT awarded pursuant to a "fair and open" process (defined at [N.J.S.A. 19:44A-20.7](#)) are subject to the provisions of P.L. 2005, c. 271, s.2 ([N.J.S.A. 19:44A-20.26](#)). This law provides that 10 days prior to the award of such a contract, the contractor shall disclose contributions to:

- any State, county, or municipal committee of a political party
- any legislative leadership committee*
- any continuing political committee (a.k.a., political action committee)
- any candidate committee of a candidate for, or holder of, an elective office:
 - of the public entity awarding the contract
 - of that county in which that public entity is located
 - of another public entity within that county
 - or of a legislative district in which that public entity is located or, when the public entity is a county, of any legislative district which includes all or part of the county

The disclosure must list reportable contributions to any of the committees that exceed \$300 per election cycle that were made during the 12 months prior to award of the contract. See [N.J.S.A. 19:44A-8](#) and [19:44A-16](#) for more details on reportable contributions.

[N.J.S.A. 19:44A-20.26](#) itemizes the parties from whom contributions must be disclosed when a business entity is not a natural person. This includes the following:

- individuals with an "interest" ownership or control of more than 10% of the profits or assets of a business entity or 10% of the stock in the case of a business entity that is a corporation for profit
- all principals, partners, officers, or directors of the business entity or their spouses
- any subsidiaries directly or indirectly controlled by the business entity
- IRS Code Section 527 New Jersey based organizations, directly or indirectly controlled by the business entity and filing as continuing political committees, (PACs).

When the business entity is a natural person, "a contribution by that person's spouse or child, residing therewith, shall be deemed to be a contribution by the business entity." [[N.J.S.A. 19:44A-20.26\(b\)](#)] The contributor must be listed on the disclosure.

Any business entity that fails to comply with the disclosure provisions shall be subject to a fine imposed by ELEC in an amount to be determined by the Commission which may be based upon the amount that the business entity failed to report.

The enclosed list of agencies is provided to assist the contractor in identifying those public agencies whose elected official and/or candidate campaign committees are affected by the disclosure requirement. It is the contractor's responsibility to identify the specific committees to which contributions may have been made and need to be disclosed. The disclosed information may exceed the minimum requirement.

The enclosed form, a content-consistent facsimile, or an electronic data file containing the required details (along with a signed cover sheet) may be used as the contractor's submission and is disclosable to the public under the Open Public Records Act.

The contractor must also complete the attached Stockholder Disclosure Certification. This will assist the agency in meeting its obligations under the law. **NOTE: This section does not apply to Board of Education contracts.**

[N.J.S.A. 19:44A-3\(s\)](#): "The term "legislative leadership committee" means a committee established, authorized to be established, or designated by the President of the Senate, the Minority Leader of the Senate, the Speaker of the General Assembly or the Minority Leader of the General Assembly pursuant to section 16 of P.L.1993, c.65 (C.19:44A-10.1) for the purpose of receiving contributions and making expenditures."

ENGLEWOOD HOUSING AUTHORITY

List of Agencies with Elected Officials Required for Political Contribution Disclosure N.J.S.A. 19:44A-20.26

County Name:

State: Governor, and Legislative Leadership Committees

Legislative District #s:

State Senator and two members of the General Assembly per district.

County:

Freeholders

County Clerk

Sheriff

{County Executive}

Surrogate

Municipalities (Mayor and members of governing body, regardless of title):

**USERS SHOULD CREATE THEIR OWN FORM, OR DOWNLOAD FROM
WWW.NJ.GOV/DCA/LGS/P2P A COUNTY-BASED, CUSTOMIZABLE FORM.**

THIS FORM IS ONLY APPLICABLE TO FIRMS WITH 50+ EMPLOYEES

ENGLEWOOD HOUSING AUTHORITY

MANDATORY EQUAL EMPLOYMENT OPPORTUNITY NOTICE

(N.J.S.A. 10:5-31 et seq. and N.J.A.C 17:27 et seq.)

GOODS, PROFESSIONAL SERVICES AND GENERAL SERVICE CONTRACTS

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

The successful professional service entity shall submit to the Englewood Housing Authority 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 vendor is operating under an existing Federally approved or sanctioned affirmative action program (good for one (1) 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 17:27-1.1 et seq.;

OR

c. A photocopy of an Employee Information Report (Form AA302) provided by the Division of Contract Compliance and distributed to the _____ to be completed by the vendor in accordance with N.J.A.C. 17:27-1.1 et seq.

The successful professional service entity certifies that he/she is aware of the commitment to comply with the requirements of N.J.S.A. 10:5-31 et seq. and N.J.A.C. 17:27 et seq. and agrees to furnish the required forms of evidence.

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

COMPANY: _____

SIGNATURE: _____ TITLE: _____

PRINT NAME: _____ DATE: _____

To be inserted in The Record

ENGLEWOOD HOUSING AUTHORITY

REQUEST FOR QUALIFICATIONS Competitive Contract

The Englewood Housing Authority, in compliance with N.J.S.A. 19:44A-20.4 et seq., N.J.S.A 10:5-31 & N.J.A.C. 17-27 et seq. are seeking Sealed Qualification Statements for:

INTERIOR DESIGN SERVICES ON AN AS NEEDED BASIS

Request for Qualifications may be obtained in person at the office of the Englewood Housing Authority any business day between 9:00 a.m. and 4:00 p.m. at 111 West Street, Englewood, NJ 07631, by calling Laura Menoni, Executive Assistant at (201) 871-3451 or by sending an email request to LMenoni@ehahousing.org.

The services to be provided are regarded as professional services, and selection will be based on the point system. As such, price and other factors may be utilized in evaluating and accepting Qualification Statements.

Qualification Statements shall be submitted in a sealed envelope, bearing the name and address of the Respondent, plainly marked to indicate the subject of the proposal and addressed to the Englewood Housing Authority, 111 West Street, Englewood, NJ 07631 by **1:00 p.m. (prevailing time) on or before** Tuesday, July 9, 2019. Emailed copies will be accepted by the deadline date and time, immediately followed by an original copy in the mail. Copies should be emailed to LMenoni@ehahousing.org. Qualification Statements received after the deadline date and time will not be accepted.

Domingo Senande
Executive Director
Englewood Housing Authority

by: Laura Menoni
Executive Assistant