

HOUSING AUTHORITY OF THE CITY OF
ENGLEWOOD

REQUEST FOR PROPOSALS FOR
FEMA CONSULTANT SERVICES

PROPOSALS DUE BY
October 15, 2021 AT 10:00 A.M.

Contact Person
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Housing Authority of the City of Englewood
111 West Street
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**HOUSING AUTHORITY OF THE CITY OF
ENGLEWOOD**

ENGLEWOOD, NEW JERSEY

**PROPOSAL PACKAGE
FEMA CONSULTING SERVICES**

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SERVICES

NAME OF RESPONDENT _____

ADDRESS _____

TELEPHONE NUMBER _____

**HOUSING AUTHORITY OF THE CITY OF ENGLEWOOD
REQUEST FOR PROPOSALS**

FEMA CONSULTING SERVICES

1.0 BACKGROUND

The Housing Authority of the City of Englewood was organized with the primary goal to provide a decent home in a suitable living environment for senior and disabled persons that cannot afford market rate rentals principally in a 6 story elevator building located at 111 West Street, Englewood, NJ. The Authority's program is administered at the local level in accordance with State Law.

Financial assistance, general supervision, direction, and program guidance are provided by the U.S. Department of Housing and Urban Development.

The Authority has experienced a horrific situation due to Hurricane Ida resulting in a total evacuation of all units, common areas as well as office areas due to the effects of the Hurricane's flooding the basement and 1st Floor areas.

The Housing Authority of the City of Englewood is soliciting proposals for consulting services to apply for FEMA as well as other grant funds to accomplish various restoration projects.

1.1 ACTIVITY FOR WHICH SERVICE IS REQUESTED

Proposals will be accepted for FEMA consulting services at the Authority's offices located at 111 West Street, Englewood, New Jersey 07631 no later than *10:00 A.M. on October 15, 2021*

**Service requested is as follows:
Evaluation of loss, and completion of any and all funding applications to FEMA as well as any and all other grant sources to accomplish the needed restoration work.**

Phase I

Preliminary Study Phase. Determine scope of work to be perform including funding sources available to the Housing Authority.

Phase II

Meetings with Housing Authority designated personnel and Board of Commissioners to discuss and explain funding available.

Phase III

Preparation of applications for funding

Respondents should make independent evaluations of all factors involved in providing services to the Authority.

2.0 INFORMATION REQUIRED FROM EACH RESPONDENT

Responses must include the following:

- a. A letter of interest, which includes a demonstration of understanding of the work to be performed (a statement that a physical inspection of the current proposed projects should be made; if an inspection was not made, explain how an understanding of the work to be performed was arrived.
- b. Demonstrate the ability of the specifically named lead consultant of the firm who will be personally charged with and have the primary obligation to perform the requested service, by listing relevant specific experience; knowledge of local building codes; past performance in terms of cost control, quality of work, compliance with performance schedules; and a listing of general experience with Housing Authority modernization.
- c. Demonstrate the ability of other specifically named consultants of the firm who will assist the lead consultant, if applicable, by listing relevant specific experience.
- d. Provide evidence of ability to perform the services in a timely matter, by providing a timetable for services to be rendered.
- e. A certification that the consultant, firm, and any assistants are not debarred, suspended, or otherwise prohibited from participating in state or federal funded contracts.
- f. Requested compensation for professional services.
- g. Copy of policies or certificates of professional liability insurance policy, comprehensive general liability insurance policy, and workers' compensation insurance policy.
- h. A statement that the consultant agrees to add the Housing Authority of Englewood as a certificate holder on all applicable insurance policies.
- i. Copy of applicable licenses.
- j. Standard HUD Form of Agreement Between Owner and Architect

3.0 TIME OF PERFORMANCE

The contract for services is expected to be awarded *at the October, 2021 Commissioners' meeting*. Services should start immediately thereafter. Services will be

performed pursuant to the timetable submitted in the proposal and may be modified only if agreed to by the Housing Authority.

4.0 SELECTION CRITERIA

The Housing Authority will select a consultant whose proposal is most advantageous to the program. The criteria for selection are:

- 1) Ability to perform the work
- 2) Capability to provide services in a timely manner
- 3) Possession of an active license in the State of New Jersey
- 4) Past performance in terms of cost control, quality of work, and compliance with performance schedules (in general)
- 5) Past performance in terms of cost control, quality of work, and compliance with performance schedules (specific housing authority work)
- 6) Evidence that the firm is not debarred, suspended, or otherwise prohibited from professional practice by any Federal, State or local agency
- 7) Adequacy of insurance
- 8) General responsiveness to the request for proposal

The above criteria will be evaluated based upon response to items listed in Section 2.0. **Failure to comply with the directive may cause your proposal to be rejected as incomplete and non – responsive**

5.0 PROPOSAL SUBMISSION

Responses to the Request for Proposals are to be submitted no later than ***10:00 A.M. on the 15th day of October, 2021.***

The Housing Authority reserves the right to waive any informalities of the proposals and the right to reject all proposals.

6.0 MODEL FORM OF RANKING PROPOSALS

Consultants who meet minimum requirements (see Section 1 below), will then be ranked according to applicable criteria (see Section 2 on following page).

Consultant: Name _____
Address _____
Telephone _____

Section 1: Minimum requirements:

- 1) Did the consultant provide evidence of an active New Jersey Business Registration Certificate?
- 2) Did the consultant provide a statement that the firm is not debarred, suspended, or otherwise prohibited from professional practice by any Federal, State or local agency?
- 3) Did the consultant provide evidence of applicable insurance?

Section 2: Form of ranking proposals:

If the answer is yes to all three questions, the proposal will then be ranked as follows:

<u>Selection Criteria</u>	<u>Points</u> (Max 11)	<u>Weight</u>	<u>Total</u>
1) Ability to perform the work		x 2.0	
2) Capability to perform services in a timely manner		x 2.0	
3) Documented experience in the performance of the requested services		x 1.5	
4) Compensation proposed		x 1.0	

Total Points

7.0 MODEL FORM OF AGREEMENT FOR CONSULTING SERVICES

Consultant to provide Standard Form of Agreement Between Owner and Consultant subject to review by the Authority.