

**REQUEST FOR PROPOSALS  
FINANCIAL ADVISOR**

THE ENGLEWOOD HOUSING AUTHORITY, STATE OF NEW JERSEY hereby requests proposals for services as Financial Advisor.

Copies of documents setting forth the scope of services, contract terms and conditions, proposal requirements, criteria for evaluation of proposals, and proposal submission requirements may be obtained on the Englewood Housing Authority website: [www.ehahousing.org](http://www.ehahousing.org).

Proposals will be accepted up to 11:00 A.M. on TUESDAY, MAY 14, 2024.

  
Domingo Senande,  
Executive Director

## **REQUEST FOR PROPOSALS FOR FINANCIAL ADVISOR**

The Englewood Housing Authority (hereinafter referred to as the "Authority") requires the services of a qualified individual or firm to provide the Authority with necessary services as financial advisor to prepare and represent the Authority before the New Jersey Local Finance Board.

### SCOPE OF SERVICES

The scope of services will include advising and providing opinions in assisting the Authority in completing a tax-exempt financing for the refinancing of an existing RAD Loan. The scope of the services would include proceedings before various agencies of the State of New Jersey and meetings of the Authority's Board of Commissioners.

### PROPOSAL REQUIREMENTS

Proposals shall contain a description of the respondent's qualifications and experience including demonstration of prior experience as accountant\advisor relating to involvement in public financings regarding affordable housing development and rehabilitation. A schedule of hourly billing rates for all categories of staff who will be assigned to perform contract services and a maximum total fee anticipated. If a contract is awarded: other charges, if any, to be billed under the contract.

The description of respondent's qualifications and experience shall evidence/ demonstrate possession of the knowledge of law and applicable procedures pertaining to the Scope of Services.

### EVALUATION CRITERIA

Proposals will be evaluated based on the degree to which a respondent meets the qualifications and experience requirements and the degree of acceptability of his/her/its proposed hourly billing rates, other charges, if any, and the total contract fee. A weight of 0% to 80% will be assigned to his/her/its qualifications and experience: and a weight of 0% to 20% will be assigned to his/her/its proposed hourly billing rates, other charges, if any, contract fee, based on the degree of acceptability of same to the Authority.

### CONTRACT AWARD

It is the Authority's intent to award a contract for the service required thereunder in accord with competitive proposal procedures which provide for negotiations; however, if the quality of the initial proposal received is such that no purpose would be served by conducting negotiations the Authority will award a contract without discussion/negotiations.

The Authority retains the right to reject any and all proposals or to award a contract to the respondent whose proposal is deemed to be most advantageous to the Authority, taking into consideration the evaluation factors cited above. All proposers will be notified in writing promptly if a contract award is made under this RFP, such notice will identify the proposal selected.

#### SUBMISSIONS OF PROPOSALS

Proposals (original + 4) shall be delivered to the Authority no later than 11:00 A.M. on Tuesday, May 14, 2024. Same shall be addressed as follows:

Englewood Housing Authority  
111 West Street  
Englewood, New Jersey 017631  
Tel. (201-871-3451

All proposals shall be submitted in sealed envelopes; the wording "PROPOSAL FOR FINANCIAL ADVISOR SERVICES"

Issued: May 1, 2024



Domingo Senande

The Authority Review and Evaluation Committee will utilize the following form in the evaluation process:

1. PROPOSAL WAS RECEIVED BY DUE DATE:  TRUE  FALSE
2. RESPONDENT'S NAME DOES NOT APPEAR ON HUD LIST OF DISBARRED, SUSPENDED, OR INELIGIBLE CONTRACTORS:  TRUE  FALSE
3. PROPOSALS SUBMITTED COMPLIES WITH THE PROPOSED REQUIREMENTS SET FORTH IN THE RFP:  TRUE  FALSE

(COMPLETE THE FOLLOWING IF 1, 2, AND 3 ABOVE ARE TRUE)

<u>PROPOSAL EVALUATION FACTOR</u>	<u>MAXIMUM WEIGHT TO BE ASSIGNED*</u>	<u>WEIGHT ASSIGNED</u>
1. DEGREE TO WHICH RESPONDENT EVIDENCE POSSESSION OF DESIRED QUALIFICATIONS AND EXPERIENCED	80%	_____
2. DEGREE OF ACCEPTABILITY OF RESPONDENT'S PROPOSED FEE AND, IF APPLICABLE, OTHER CHARGES FOR PERFORMANCE OF THE SPECIFIED WORK SCOPE	20%	_____
TOTAL WEIGHT ASSIGNED (SUM OF 1 AND 2 ABOVE, SAME CANNOT EXCEED 100%)		_____

NOTE: The higher the weight assigned, the more acceptable the proposal.

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

RFP FINANCIAL ADVISOR SERVICES  
RATING KEY:

Factors 1

NOTE: Points = % points

Excellent	80 points
Very Good	70 points
Good	60 points
Satisfactory	50 points
Unsatisfactory	0 points

Factors 2

1. Lowest Responsible/Reasonable Fee Proposed	20 points
2. Within 5% of 1 above	15 points
3. Within 10% of 1 above	10 points
4. Within 15% of 1 above	5 points
5. Within 20% of 1 above	0 points

NOTE: The higher the overall rating assigned, the more acceptable the proposal is deemed to be.