

NEWTON HOUSING AUTHORITY  
32 LIBERTY STREET  
NEWTON, NEW JERSEY 07860  
973 383 5191

Request for Proposals  
Architectural \ Engineering Services  
CAPITAL NEEDS ASSESSMENT  
(PCA)

Liberty Towers-80 units

Proposals due by: May 25<sup>th</sup>, 2022, by 10:00 AM

## REQUEST FOR PROPOSALS

The Newton Housing Authority, New Jersey will accept proposals for Architectural/Engineering services for the preparation of a Capital Needs Assessment (CNA) for Liberty Towers (80 units-elderly) being considered for conversion under HUD's Streamlined Voluntary Conversion (SVC) Program or Rental Assistance Demonstration Program (RAD). The purpose of the CNA is to evaluate efficiencies of systems, determine needed replacements and improvements and to develop a schedule over a period of 20 years setting forth the work items and costs of replacements. A written report providing the results of the investigation is required.

All services must comply with state and local laws and be in accordance with the existing rules, orders, directives, regulations, and handbooks promulgated by the United States Department of Housing and Urban Development. The selected A/E Firm should use the HUD prescribed CNA etool for preparation of the CNA

### Scope of Services:

1) Inspect the building and prepare a Capital Needs Assessment (CNA) Report, including the eTool, per the requirements of the U.S. Department of Housing & Urban Development. The CNA must be prepared in accordance with the format that will allow the Housing Authority to determine what works needs to be accomplished immediately and over the next 20 years. The detailed physical inspection must determine both short-term rehabilitation needs to be included as a Scope of Work that will be completed as part of the SVC/RAD conversion and long-term capital needs to be addressed through a Reserve for Repair & Replacement Account. The CNA eTool contains two major components - the narrative (the description of each component and its condition and may include an energy audit) and the financial model (the 20-year schedule and associated determination of the Initial Deposit to Replacement Reserve, or IDRR, and the Annual Deposit to the Replacement Reserve. The report should contain pictures of all major replacement items.

2) The selected A/E firm will be required to meet with the Housing Authority staff as needed. All revisions to the CNA per staff input will be included in the base contract for CNA services.

3) A "draft" report must be submitted for approval by the Board of Commissioners. The selected A/E firm will be required to make public presentation at a Housing Authority meeting or other venue as selected by the Housing Authority.

4) A Final CNA report must be completed within three (3) months of execution of the A/E contract, unless extended by the Housing Authority.

5) The final report & electronic submission to all required entities to complete the SVC/RAD transaction.

**Qualifications:**

- 1) Must be licensed in the State of New Jersey to provide architectural/engineering services.
- 2) Must be approvable by the United States Department of Housing and Urban Development to provide these services.
- 3) Must possess all licenses necessary to complete a HUD approved CNA.
- 3) Must have previous experience providing these services on a similar scale.

**Proposal Submission:**

All persons interested in submitting a proposal for the architectural/engineering services should submit a proposal based upon a flat fee. The service shall be complete, and the price should include an itemization based upon: Field investigation, document preparation, inspection, and reimbursable expenses. The following items should be included in the proposal:

- 1) Proposal Submission Sheet;
- 2) Listing of similar projects that the firm has previously completed;
- 3) Evidence that the firm is licensed in the State of New Jersey;
- 5) Listing of key staff being assigned to this project;
- 6) Listing of outside consultants to be used (if any);
- 7) An insurance certificate indicating that the firm has professional liability insurance;
- 8) New Jersey State business registration form;
- 9) Copy of Affirmative Action Plan and/or minority hiring plan;
- 10) Certification that neither the firm nor any of the principals have been suspended or debarred from participation in HUD Programs.
- 11) Non-Collusive Affidavit
- 12) Stockholder Disclosure Form
- 13) Affirmative Action Notice

Proposals should be delivered to the Newton Housing Authority, 32 Liberty Street, Newton, New Jersey 07860 by Wednesday, May 25th 2022 by 10:00 AM. The Housing Authority will evaluate all proposals according to its "Competitive Proposal Evaluation System." All quotes for A/E services should be submitted on the required proposal submission sheet. This sheet should be the first page of your proposal.

This solicitation is being made as "fair and Open" under the requirements of the state's "Pay to Play" rules & regulations.

WILLIAM F. SNYDER  
Executive Director

**Newton Housing Authority  
32 Liberty Street  
Newton, New Jersey 07860  
A/E Services  
Capital Needs Assessment  
PROPOSAL SUBMISSION SHEET**

- 1) Name/Address of Firm:
- 2) Telephone Number:
- 3) Contact Person:
- 4) Amount of Fee (attach itemization):
- 5) Amount of any expected reimbursables:
- 6) Number of Calendar days required to complete report, after execution of an A/E Contract: \_\_\_\_\_ Days.
- 7) Other:

COMPETITIVE PROPOSAL EVALUATION SYSTEM

Professional Services

Type of Services: A/E Services-HUD Capital Needs Assessment

Name/Address of Respondent:

- 1) Demonstrated experience and competence in this type of work (30 Points).
- 2) Familiarity with the Housing Authority's Programs in specific and HUD rules and regulation in general (10 Points).
- 3) Capability and capacity to accomplish work within the required time period (20 Points).
- 4) Geographic location of the firm relative to the proximity to the Housing Authority (5 Points).
- 5) Specialized experience of key personnel in Housing Authority Programs (15 Points).
- 6) Firm's Equal Opportunity Policy. Each bidder must ensure that all employees and applicants for employment are not discriminated against because of race, color, religion, sex or national original (10 Points).
- 7) Price (10 Points).

Total Point Score:

Narrative                      Review                      of                      Proposal:

CERTIFICATION  
Suspension & Debarment Form

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

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

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

\_\_\_\_\_

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

I, \_\_\_\_\_ (name), duly appointed \_\_\_\_\_  
(position) of the \_\_\_\_\_  
(name of firm) do hereby certify that neither I, nor any of the  
principals of our firm are suspended or debarred from doing  
business with the U.S. Department of Housing & Urban Development.

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Print Name)

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

**"Legal Advertisement"**

**REQUEST FOR PROPOSALS**

**Architectural/Engineering**

The Newton Housing Authority is requesting proposals for architectural/engineering services to prepare a Capital Needs Assessment (CNA) for Liberty Towers which is being considered for conversion under the Streamlined Voluntary Conversion Program (SVC) or Rental Assistance Demonstration Program (RAD). All interested vendors should contact the Housing Authority to receive the written RFP. A copy of the RFP will also be posted on the Housing Authority website at: [NewtonHousingAuthority.com](http://NewtonHousingAuthority.com). The RFP contains the scope of services being requested. Written proposals must be received at the Housing Authority no later than Wednesday, May 25th, 2022, by 10:00 AM.

Newton Housing Authority  
32 Liberty Street  
Newton, NJ 07860  
(973) 383-5191



**FORM OF NON-COLLUSIVE AFFIDAVIT**

**AFFIDAVIT**

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

I, \_\_\_\_\_ residing in \_\_\_\_\_  
(Name of Affiant) (Name of Municipality)

in the County of \_\_\_\_\_ and State of \_\_\_\_\_ of full age,  
being first duly sworn, according to law on my oath depose and say that:

he is \_\_\_\_\_ of the firm of \_\_\_\_\_  
(Title of Position) (Name of Firm)

the party making the foregoing proposal or bid entitled Special RAD Counsel, and that I executed the said proposal or bid is genuine and not collusive or sham, that said bidder has not colluded, conspired, connived or agreed, directly or indirectly, with any bidder or person, to put in a sham bid or to refrain from bidding, and has not in any manner, directly or indirectly, sought by agreement or collusion, or communication or conference with any person, to fix the bid price of affiant or of any bidder, or to fix any overhead, profit or cost element of said bid price, or of that of any other bidder, or to secure any advantage against the \_\_\_\_\_ **HOUSING AUTHORITY** or any person interested in the proposed contract and that all statements in said proposal or bid are true.

**Signature of**

\_\_\_\_\_  
**Bidder, if the bidder is an individual.**

\_\_\_\_\_  
**Partner, if the bidder is in a partnership.**

\_\_\_\_\_  
**Officer, if the bidder is a corporation.**

Subscribed and sworn to before me:

This \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_.

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

My commission expires \_\_\_\_\_ 20\_\_\_\_\_.

**SEAL**

**STOCKHOLDER DISCLOSURE**

**STATE OF NEW JERSEY**

**CHAPTER 33 PL 1977**

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

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

\_\_\_\_\_ I certify that the list below contains the names and home addresses of all stockholders holding 10% or more of the issued and outstanding stock of the undersigned.

**OR**

\_\_\_\_\_ I certify that no one stockholder owns 10% or more of the issued and outstanding stock of the undersigned.

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

***Check the type of business that represents your organization:***

- \_\_\_\_\_ Partnership                      \_\_\_\_\_ Corporation                      \_\_\_\_\_ Sole Proprietorship
- \_\_\_\_\_ Limited Partnership                      \_\_\_\_\_ Limited Liability Corporation                      \_\_\_\_\_ Limited Liability Partnership
- \_\_\_\_\_ Subchapter S Corporation

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

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

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

\_\_\_\_\_

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

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

\_\_\_\_\_

Subscribed and sworn before me  
this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

(Notary Public)

My Commission expires:

\_\_\_\_\_ Affiant

\_\_\_\_\_ Print Name & Title of Affiant  
(Corporate Seal)

**AFFIRMATIVE ACTION COMPLIANCE NOTICE**

**N.J.S.A. 10:5-31 and N.J.A.C. 17:27**

**GOODS AND SERVICES CONTRACTS  
(INCLUDING PROFESSIONAL SERVICES)**

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

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

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

OR

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

OR

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

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

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

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

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

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

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

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

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

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

