

**REQUEST FOR PROPOSALS**

**EXECUTIVE DIRECTOR/MANAGEMENT  
SERVICES**



*Due: March 11th, 2024*

***HOUSING AUTHORITY OF THE TOWN OF NEWTON***  
**32 Liberty Street**  
**Newton, NJ 07860**  
**Telephone: (973) 383-5191**

## **REQUEST FOR PROPOSALS**

The Housing Authority of the Town of Newton, New Jersey will accept proposals for Executive Director/Management Services to assist the Authority in the administration of its programs and daily operations. The term of the contract shall be one year with a one-year renewal by the Board of Commissioners. 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 and the State of New Jersey. The following services shall be included:

- 1) Direct staff in their daily operations and respond to all questions on management/maintenance issues.
- 2) Manage all procurement issues, including Requests for Proposals (RFPs).
- 3) Ensure recertifications and interims are prepared and completed per United States Department of Housing and Urban Development guidelines.
- 4) Ensure that the HUD Annual and Five-year plans are submitted.
- 5) Prepare monthly meeting agendas and related documents for distribution to the Board of Commissioners.
- 6) Assistance and advice in developing routine and preventative maintenance plans.
- 7) Recommend policy changes where applicable.
- 8) Must be available to staff for any issues that arise at all

times.

- 9) Ensure compliance with all applicable State and Federal laws and regulations.
- 10) Check on the status of current programs to ensure minimum benchmarks are being achieved (i.e., rent collections, work-orders, unit turnovers, etc.). Make recommendations, where applicable, to improve programmatic efficiency.
- 11) Undertake all efforts concerning asset repositioning including, but not limited to "Voluntary Streamlined Conversion" of the public housing stock and as directed by the Board of Commissioners.
- 12) Perform on a timely basis all required inspections throughout the year.
- 13) Take all meeting minutes.
- 14) Provide contracted maintenance services for Work-orders and on-call maintenance.
- 15) Provide a daily on-site Maintenance man (29 hours weekly)
- 16) Provide on-site clerical services (30 hours weekly)
- 17) Other items as directed by the Board of Commissioners.

**Minimal Qualifications:**

- 1) Must have the necessary credentials to serve as a New Jersey Executive Director (Degree & Experience).
- 2) Must be approvable by the New Jersey Department of Community Affairs (Division of Housing) and U.S. Department of Housing

and Urban Development.

Proposal Submission:

All persons or firms interested in submitting a proposal for Executive Director/Management services should submit a proposal based upon a fee schedule itemizing all services being requested (Exhibit A). Hourly rates should also be provided for all services to be rendered outside the scope of the Agreement. The following items should be included in the proposal:

- 1) Proposal Submission Sheet
- 2) Exhibit A-Detailed cost analysis of the proposed monthly fee & Annual Fees.
- 3) Explanation of Maintenance Operations - daytime, after hours & emergency.
- 4) Listing of similar work that the firm has previously completed.
- 5) Listing of references with details concerning client name, address, dates of service, contact person and phone numbers.
- 6) New Jersey Business registration form.
- 7) Resumes of person(s) acting in the Executive Director capacity.
- 8) Evidence of Professional Liability & Workers Compensation Insurance.

Proposals shall be submitted (original and one (1) copy) and delivered

to the Housing Authority of the Town of Newton no later than **10:00 a.m., Wednesday, March 11th, 2024**, at which time they will be opened publicly and read aloud. Same shall be addressed as follows:

**Richard Bitondo, Vice Chairperson  
Newton Housing Authority  
32 Liberty Street  
Newton, NJ 07860**

The Housing Authority will evaluate all proposals according to its "Competitive Proposal Evaluation System." All quotes for these 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" in accordance with N.J.S.A. 40A:19A-20.4 et seq.

Richard Bitondo  
CHAIRPERSON

Newton Housing Authority

Executive Director/Management Services

**PROPOSAL SUBMISSION SHEET**

- 1) Name/Address of Firm:
- 2) Telephone Number:
- 3) Contact Person:
- 4) Amount of Annual Fee (Estimated per Exhibit A):
- 5) Hourly Rate (for additional Services): \$

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Date:

Exhibit A  
**Detailed Cost Estimate**  
**12 Month Period (6/1/24-5/31/25)**  
**Newton Housing Authority**

**ANNUAL AMOUNTS**

1) Executive Director Services		
Includes items 1 thru 17 from RFP		
Hourly Rate:	\$ _____	
Estimated Weekly Hours (On/off site)	10	
Total Monthly Cost	\$ _____	
Total Annual Cost		\$ _____
2) Bookkeeping		
Total Monthly Cost	\$ _____	
Total Annual Cost		\$ _____
2) Inspections		
Unit Cost:	\$ _____	
Number of units	80	
Total Monthly Cost	\$ _____	
Total Annual Cost		\$ _____
3) Cost of Maintenance (work-orders/emergencies/cleaning)		
Hourly Rate	\$ _____	
Estimated Weekly Hours	35	
Total Monthly Cost	\$ _____	
Total Annual Cost		\$ _____
Unit Turnovers (at actual Cost)		
On-Call Service	\$ _____ per week	
Annual On-Call Service		\$ _____
4) Resident Initial & annual income recertification		
Hourly Rate	\$ _____	
Estimated # of certifications monthly	8	
Estimated Hours per recert	2	
Total Monthly Cost	\$ _____	
Total Annual Cost		\$ _____
Contractual Costs		
5) Clerical Services (At Liberty Towers)		
Estimated weekly hours	30	
Hourly Rate	\$ _____	
Total Annual Cost		\$ _____
Estimated Overhead (____%)		
Monthly	\$ _____	
Annually		\$ _____
Monthly Meeting Minutes		
Monthly	\$ _____	
Annually		\$ _____
Part-Time Help (As needed)		
Monthly	\$ _____	
Annually		\$ _____
<b>TOTALS</b>		
Total Estimated Monthly Contract		\$ _____
Total Estimated Annual Contract		\$ _____

NOTES:

- 1) The maintenance services will be billed on an hourly basis. Reimbursement will be based upon the actual hours worked.
- 2) Contractual costs shall be reimbursed based upon the actual cost.
- 3) Out of Pocket Expenses shall be reimbursed at actual cost.



COMPETITIVE PROPOSAL EVALUATION SYSTEM

Professional Services

Type of Services:     Executive Director/Management Services

Name/Address of Respondent: \_\_\_\_\_

\_\_\_\_\_

- 1) Demonstrated experience and competence in this type of work (25 Points). \_\_\_\_\_
- 2) Familiarity with the Authority's Programs in specific and HUD rules and regulations in general (20 Points). \_\_\_\_\_
- 3) Capability and capacity to accomplish work within the required time period (20 Points). \_\_\_\_\_
- 4) Specialized experience of key personnel in Housing Authority Programs {20 Points). \_\_\_\_\_
- 5) Firm's Equal Opportunity Policy. Each proposer must ensure that all employees and applicants for employment are not discriminated against because of race, color, religion, sex or national original (5 Points). \_\_\_\_\_
- 6) Price (10 Points). \_\_\_\_\_

Total Point Score (100 max): \_\_\_\_\_

