

## REQUEST FOR PROPOSALS

The Red Bank Housing Authority, New Jersey will accept proposals for Interim Executive Director/Consulting Services to assist the Authority in the administration of its programs, transition to a full-time Executive Director and daily operations. 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 term of the contract shall be six (6) months with one (1) 6-month extension. The contract may be terminated by either party with thirty (30) days notice. The following services shall be included:

**A) Interim Executive Director Services**-The Red Bank Housing Authority is completing a search to hire a full-time Executive Director. During the period prior to hiring the Housing Authority may need an interim Executive Director to handle the daily operations until a permanent Executive Director has been hired. These services would be as follows:

- 1) Direct staff in their daily operations and respond to all questions on management/maintenance issues.
- 2) Handle all procurement issues, including RFPs.
- 3) Ensure that the HUD Annual & Five-year plans are submitted.
- 4) Prepare monthly meeting agendas and related documents for distribution to the Board of Commissioners.
- 5) Assistance and advice in developing routine & preventative maintenance plans.

- 6) Recommend policy changes where applicable.
- 7) Must be available to staff for any issues that arises during normal business hours.
- 8) Ensure compliance with all applicable state and federal laws & regulations.
- 9) Assist with a search for a permanent Executive Director per applicable requirements.
- 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) Work with selected developers in advancing the vision and goals of the Housing Authority.
- 12) Other items as directed by the Board of Commissioners.

**B) ED Transition Services-**The Red Bank Housing Authority will need consulting services to assist with the transition of the current Interim Executive Director to the full-time replacement. These services are as follows:

- 1) Meeting with the new Executive Director on a weekly basis to answer any normal operational or programmatic questions.
- 2) Assist in transitioning all files and documents to the new Executive Director to ensure a smooth transition.
- 3) Provide guidance on preparation of monthly agendas, resolutions, minutes & reports to the Board of Commissioners
- 4) Discuss and assist the full-time Executive Director with the status of the following:
  - a. Capital Fund Program (CFP)

- b. CD Funding
- c. REAC/LOCCS/EPIC access
- d. Banking information transition
- e. Annual & Five-Year Plans
- f. Status of Contracts for Services
- g. Staffing Issues
- h. Financial Issues
- i. Administrative Issues
- j. Other issues necessary to ensure a smooth transition to the full-time Executive Director

Qualifications:

- 1) Must possess the necessary credential to serve as an Interim Executive Director as required by the State of New Jersey.
- 2) Must have 5-years experience in a similar position

Proposal Submission:

All persons or firms interested in submitting a proposal for Interim Executive Director/Transition Services should submit a proposal based upon a daily and hourly rate. The following items should be included in the proposal:

- 1) Proposal Submission Sheet.
- 2) Listing of similar work that the firm has previously completed.
- 3) Listing of references.
- 4) New Jersey Business registration form.
- 5) Evidence of Professional Liability & Workers Compensation Insurance

Proposals should be delivered to the Memon Crystian, Chairperson, Red Bank Housing Authority 52 Evergreen Terrace, Red Bank, New Jersey by 10:00 A.M. on or before Tuesday, November 30th, 2021. 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.

MEMONE CRYSTIAN  
CHAIRPERSON

**Red Bank Housing Authority  
52 Evergreen Terrace  
PO Box2158  
Red Bank, New Jersey**

Interim Executive Director/Transition Services

**PROPOSAL SUBMISSION SHEET**

- 1) Name/Address of Firm:
- 2) Telephone Number:
- 3) Contact Person:
- 4) Interim Executive Director Services:
  - a. Hourly Rate
  - b. Daily Rate
- 5) Transition Services:
  - a. Hourly Rate
  - b. Daily Rate
- 6) Hour Rate (for additional Services):
- 7) Amount of any expected reimbursables:

Signature

Date:

COMPETITIVE PROPOSAL EVALUATION SYSTEM

Professional Services

Type of Services: Interim Executive Director/Transition Services

Name/Address of Respondent:

- 1) Demonstrated experience and competence in this type of work (20 Points). \_\_\_\_\_
  - 2) Familiarity with the Authority's Programs in specific and HUD rules and regulation in general (20 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 (20 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 (5 Points). \_\_\_\_\_
  - 7) Price (10 Points). \_\_\_\_\_
- Total Point Score: \_\_\_\_\_

Narrative Review of Proposal: \_\_\_\_\_

Legal Advertisement

**REQUEST FOR PROPOSALS**

The Red Bank Housing Authority, New Jersey will accept proposals for the following services:

“Interim Executive Director/Transition Services”

It is the Housing Authority's desire to retain duly qualified, competent and capable consultant. All services must be in accordance with the existing laws, rules, orders, directives and regulations governing these services and supplies.

All persons interested in submitting a proposal for consulting services should contact the Red Bank Housing Authority to receive a copy of the formal Request for Proposals. The RFP specifies the scope of the services and the requirements for submitting proposals.

All proposals must be submitted the office of the Red Bank Housing Authority on or before Tuesday, November 30th, 2021, by 10:00 AM.

The Housing Authority reserves the right to reject any and all proposals received for these services. It also reserves the right to terminate the vendor, for convenience, at any time during the term of the contract.

MEMONE CRYSTIAN  
Chairperson

