



REQUEST FOR PROPOSALS

PROFESSIONAL SERVICES CONTRACT TO BE AWARDED BY ESTABLISHED QUALIFICATIONS OF INTERIM EXECUTIVE DIRECTOR AND SEARCH CONSULTANT

Notice is hereby given that the Housing Authority of the City of Asbury Park (APHA) will accept proposals for Interim Executive Director/Consulting Services. The purpose is to assist the Authority in the search for an executive director as well as serve as interim in the administration of the APHA programs, daily operations and transition the new hire to a full-time Executive Director.

Sealed proposals should be marked "Interim Executive Director/ Consultant RFP" and will be received up until **10:00 AM on Monday, December 1, 2025**. Proposals should be mailed or dropped off to:

Housing Authority of the City of Asbury Park
Attn: General Counsel, Taylor Law Group LLC
1000 ½ Third Avenue
Asbury Park, NJ 07712

The Asbury Park Housing Authority is soliciting proposals through a fair and open process in accordance with N.J.S.A. 19:44A-20.4 et seq., P.L. 2004, Chapter 19 (as amended by P.L. 2005, c.51).

Responses to the above referenced professional position should address the general criteria and mandatory minimum criteria for the position sought. All responses will be treated as confidential and reviewed only by the personnel committee of the Board of Commissioners. The applicant/proposer shall submit one (1) original with original signatures marked *ORIGINAL' and submit four (2) complete and exact copies of the original marked COPY" of his/her proposal and should submit an electronic copy on a CD or flash drive.

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 (HUD) and the State of New Jersey. The term of the contract may be up to one year, but shall be accessed and/or extended on a monthly basis during the initial year, with a one year option to renew, pending the approval of the Board of Commissioners.



The following services shall be included:

- A. Interim Executive Director Services** – The Housing Authority will be conducting a search to hire a full-time Executive Director. During the period prior to hiring, the APHA will 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 RFP's.
 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 arise 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 efficiency.
 11. Evaluate the potential for converting the public housing authority portfolio under one of HUD's asset repositioning programs. Prepare a written report with findings and recommendations.
 12. Assist in new development and MOU with the City of Asbury Park.
 13. Address resident concerns in a timely manner.
 14. Other items as directed by the Board of Commissioners.
- B. Search for new Executive Director** – The APHA will need assistance in searching for and interviewing a new Executive Director. The Services are as follows:
1. Advertise in local and national publications.
 2. Accept applications and resumes for review.
 3. Compile a list of eligible candidates.
 4. Assist personnel committee in first round interviews and in narrowing the field.
 5. Assist full Board of Commissioners in final interviews and choosing a candidate.
 6. Assist in negotiating the terms of a contract (where applicable).
- C. ED Transition Services** – The APHA will need consulting services to assist with the transition of the current 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.



Asbury Park Housing Authority

HOUSING AUTHORITY & URBAN REDEVELOPMENT AGENCY

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 the full-time Executive Director with the status of the following:
 - a. Capital Fund program (CFP)
 - b. Operations Subsidy 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.

D. Staff Training

1. The selected consultant shall provide in-house training for staff/Commissioners in the following areas:
 - a. Programmatic training for public housing & Section 8
 - b. Maintenance Training
 - c. Procurement Training
 - d. Basic Financial Management training
 - e. State Mandated training for EDs & Commissioners (in-house)
 - f. Other training as requested

Qualifications:

1. Must possess the necessary credentials 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 on a daily and hourly rate. The following items should be included in the proposal:

1. Proposal Submission Information
2. Listing of similar work that the firm has previously completed.
3. Listing of references.
4. Proposal Form/Signature Page
5. Ownership Disclosure Form (if applicable)



6. New Jersey Business registration certificate (if applicable)
7. Evidence of Professional Liability Insurance (prior to contract award).
8. Non-Collusion Affidavit pursuant to N.J.S.A. 52:34-15
9. Mandatory Equal Employment Opportunity Language Acknowledgement
10. Prohibited Russia-Belarus Activities & Iran Investment Activities Certification

Method of Contract Award

This is a professional contract under the terms of N.J.S.A. 40A:11-5. Award will be made to the Proposal Responder whose Proposal is in the best interest of the Authority, price and other factors considered. The Authority reserves the right to accept or reject any or all Proposals, and to waive minor identified irregularities and technicalities if it is in its best interest to do so.

The form of contract will be submitted by the Authority to the successful Proposal Responder. Terms of the specifications/RFP package prevail. Proposal Responder exceptions must be formally accepted by the Authority; material exceptions shall not be approved.



ASBURY PARK HOUSING AUTHORITY

PROPOSAL FORM/SIGNATURE PAGE

The undersigned declares that he/she has authority to bind the Responder, that he/she has read the Notice, Instructions, Affidavits and Scope of Services attached, that he/she has determined the conditions affecting the RFP and agrees, if this RFP is accepted, to furnish and deliver services per the following:

The undersigned is a (circle one): individual proprietorship, partnership, corporation, with:

Principal office at

Company

Federal I.D. # or Social Security #

Address

Signature of Authorized Agent

Type or Print Name

Title of Authorized Agent

Date

Telephone Number

Email Address

Fax Number



OWNERSHIP DISCLOSURE FORM

RFP SOLICITATION #: _____ VENDOR {PROPOSER}:

PART 1

PLEASE COMPLETE THE QUESTIONS BELOW BY CHECKING EITHER THE "YES" OR THE "NO" BOX. ALL PARTIES ENTERING INTO A CONTRACT WITH THE STATE ARE REQUIRED TO COMPLETE THIS FORM PURSUANT TO N.J.S.A. 52:25-24.2

- | | <u>YES</u> | <u>NO</u> |
|---|--------------------------|--------------------------|
| 1. Are there any individuals, corporations, partnerships, or limited liability companies owning a 10% or greater interest in the Vendor {Bidder}? | <input type="checkbox"/> | <input type="checkbox"/> |
| IF THE ANSWER TO QUESTION 1 IS "NO", PLEASE SIGN AND DATE THE FORM. | | |
| IF THE ANSWER TO QUESTION 1 IS "YES", PLEASE ANSWER QUESTION 2–4 BELOW. | | |
| 2. Of those parties owning a 10% or greater interest in the Vendor {Bidder}, are any of those parties individuals? | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Of those parties owning a 10% or greater interest in the Vendor {Bidder}, are any of those parties corporations, partnerships, or limited liability companies ? | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. If you answer to Question 3 is "YES" , are there any parties owning a 10% or greater interest in the corporation, partnership, or limited liability company referenced in Question 3? | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Is the Vendor {Bidder} incorporated as a not-for-profit organization? | <input type="checkbox"/> | <input type="checkbox"/> |
| IF THE ANSWER TO THIS QUESTION IS "YES", EXECUTE THE CERTIFICATION SECTION. | | |
| IF ANY OF THE ANSWERS TO QUESTION 2-4 ARE "YES", PLEASE PROVIDE THE REQUESTED INFORMATION IN PART 2 BELOW. | | |

PART 2

PLEASE PROVIDE FURTHER INFORMATION RELATED TO QUESTIONS 2–4 ANSWERED AS "YES".

If you answered **"YES"** for questions 2, 3, or 4, you must disclose identifying information related to the individuals, corporations, partnerships, and/or limited liability companies owning a 10% or greater interest in the Vendor {Bidder}. Further, if one or more of these entities is itself a corporation, partnership, or limited liability company, you must also disclose all parties that own a 10% or greater interest in that corporation, partnership, or limited liability company. This information is required by statute.

INDIVIDUALS

NAME	_____			
ADDRESS	_____			
1	_____			
ADDRESS	STATE	ZIP	_____	

NAME	_____			
ADDRESS	_____			
1	_____			
ADDRESS	STATE	ZIP	_____	

NAME	_____			
ADDRESS	_____			
1	_____			
ADDRESS	STATE	ZIP	_____	

NAME	_____			
ADDRESS	_____			
1	_____			
ADDRESS	STATE	ZIP	_____	

Attach Additional Sheets If Necessary



PART 2 continued

PARTNERSHIPS / CORPORATIONS / LIMITED LIABILITY COMPANIES

ENTITY NAME	_____		
PARTNER NAME	_____		
ADDRESS 1	_____		
ADDRESS 2	_____		
CITY	STATE	ZIP	_____

ENTITY NAME	_____		
PARTNER NAME	_____		
ADDRESS 1	_____		
ADDRESS 2	_____		
CITY	STATE	ZIP	_____

ENTITY NAME	_____		
PARTNER NAME	_____		
ADDRESS 1	_____		
ADDRESS 2	_____		
CITY	STATE	ZIP	_____

Attach Additional Sheets If Necessary

In the alternative, to comply with the ownership disclosure requirement, a Vendor {Bidder} with any direct or indirect parent entity which is publicly traded may submit the name and address of each publicly traded entity and the name and address of each person that holds a 10 percent or greater beneficial interest in the publicly traded entity as of the last annual filing with the federal Securities and Exchange Commission or the foreign equivalent, and, if there is any person that holds a 10 percent or greater beneficial interest, also shall submit links to the websites containing the last annual filings with the federal Securities and Exchange Commission or the foreign equivalent and the relevant page numbers of the filings that contain the information on each person that holds a 10 percent or greater beneficial interest. N.J.S.A. 52:25-24.2.

PART 3

PUBLICLY TRADED PARENT COMPANY DISCLOSURE

Ownership disclosure (name and address) can be met by submitting the last annual filing of an SEC or similar foreign regulator document or providing the website link to such documents, and include relevant page numbers. See N.J.S.A 52:25-24.2.

<u>TITLE OF ATTACHED DOCUMENTS OR WEBLINK</u>	<u>PAGE #</u>

Attach Additional Sheets if Necessary

CERTIFICATION

I, the undersigned, certify that I am authorized to execute this certification on behalf of the Vendor {Bidder}, that the foregoing information and any attachments hereto, to the best of my knowledge are true and complete. I acknowledge that the AUTHORITY of CALDWELL, NJ is relying on the information contained herein, and that the Vendor {Bidder} is under a continuing obligation from the date of this certification through the completion of any contract(s) with the AUTHORITY to notify the AUTHORITY in writing of any changes to the information contained herein; that I am aware that it is a criminal offense to make a false statement or misrepresentation in this certification. If I do so, I will be subject to criminal prosecution under the law, and it will constitute a material breach of my agreement(s) with the AUTHORITY, permitting the AUTHORITY to declare any contract(s) resulting from this certification void and unenforceable.

Signature (Do not enter Vendor ID as a signature)

Date

Print Name and Title

FEIN/SSN



NON-COLLUSION AFFIDAVIT
(N.J.S.A. 52:34-15)

State of _____

County of _____

I, _____ residing in _____
(Name of Affiant) (Name of Municipality)

in the AUTHORITY of _____ and State of _____

of full age, being duly sworn according to law on my oath depose and say that:

I am _____ of the Company of _____
(Title or Position) (Name of Firm/Company)

The Responder making this proposal and that I executed the said Proposal with full authority to do so; that said Responder/Respondent has not, directly or indirectly entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free, competitive bidding in connection with the above numbered project; and that all statements contained in said Proposal and in this affidavit are true and correct, and made with full knowledge that the Owner relies upon the truth of the statements contained in said Proposal and in the statements contained in this affidavit in awarding the contract. I further warrant that no person or selling agency has been employed or retained to solicit or secure such contract upon an agreement or understanding for a commission, percentage, brokerage, or contingent fee, except bona fide employees or bona fide established commercial or selling agencies maintained by RESPONDER.

(Signature of Affiant)

NOTARY

(Type of Print Name of Affiant)



MANDATORY EQUAL EMPLOYMENT OPPORTUNITY LANGUAGE
N.J.S.A. 10:5-31 et seq. (P.L. 1975, C. 127)
N.J.A.C. 17:27

During the performance of this contract, the contractor/vendor/professional agrees as follows:

The contractor will not discriminate against any employee or applicant for employment because of age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex. Except with respect to affectional or sexual orientation and gender identity or expression, the contractor will ensure that equal employment opportunity is afforded to such applicants in recruitment and employment, and that employees are treated during employment, without regard to their age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex. Such equal employment opportunity shall include, but not be limited to the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the Authority Compliance Officer setting forth provisions of this nondiscrimination clause.

The contractor will in all solicitations or advertisements for employees placed by or on behalf of the contractor state that all qualified applicants will receive consideration for employment without regard to age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex.

(Signature of responder)



AMERICANS WITH DISABILITIES ACT OF 1990 Equal Opportunity for Individuals with Disability

The Contractor and the Owner, do hereby agree that the provisions of Title II of the Americans With Disabilities Act of 1990 (the "Act") (42 *U.S.C.* 5121 01 et seq.), which prohibits discrimination on the basis of disability by public entities in all services, programs, and activities provided or made available by public entities, and the rules and regulations promulgated pursuant there unto, are made a part of this contract. In providing any aid, benefit, or service on behalf of the owner pursuant to this contract, the contractor agrees that the performance shall be in strict compliance with the Act. In the event that the contractor, its agents, servants, employees, or subcontractors violate or are alleged to have violated the Act during the performance of this contract, the contractor shall defend the owner in any action or administrative proceeding commenced pursuant to this Act. The contractor shall indemnify, protect, and save harmless the owner, its agents, servants, and employees from and against any and all suits, claims, losses, demands, or damages, of whatever kind or nature arising out of or claimed to arise out of the alleged violation. The contractor shall, at its own expense, appear, defend, and pay any and all charges for legal services and any and all costs and other expenses arising from such action or administrative proceeding or incurred in connection therewith. In any and all complaints brought pursuant to the owner's grievance procedure, the contractor agrees to abide by any decision of the owner which is rendered pursuant to said grievance procedure. If any action or administrative proceeding results in an award of damages against the owner, or if the owner incurs any expense to cure a violation of the ADA which has been brought pursuant to its grievance procedure, the contractor shall satisfy and discharge the same at its own expense.

The Owner shall, as soon as practicable after a claim has been made against it, give written notice thereof to the contractor along with full and complete particulars of the claim, If any action or administrative proceeding is brought against the owner or any of its agents, servants, and employees, the *owner shall* expeditiously forward or have forwarded to the contractor every demand, complaint, notice, summons, pleading, or other process received by the owner or its representatives.

It is expressly agreed and understood that any approval by the owner of the services provided by the contractor pursuant to this contract will not relieve the contractor of the obligation to comply with the Act and to defend, indemnify, protect, and save harmless the owner pursuant to this paragraph.

It is further agreed and understood that the owner assumes no obligation to indemnify or save harmless the contractor, its agents, servants, employees and subcontractors for any claim which may arise out of their performance of this Agreement. Furthermore, the contractor expressly understands and agrees that the provisions of this indemnification clause shall in no way limit the contractor's obligations assumed in this Agreement, nor shall they be construed to relieve the contractor from any liability, nor preclude the owner from taking any other actions available to it under any other provisions of the Agreement or otherwise at law.



THESE ARE SAMPLES OF THE ONLY ACCEPTABLE
BUSINESS REGISTRATION CERTIFICATES.

PREFER SUBMITTED WITH RFP RESPONSE
REQUIRED BY LAW PRIOR TO AWARD OF CONTRACT

STATE OF NEW JERSEY BUSINESS REGISTRATION CERTIFICATE FOR STATE AGENCY AND CASINO SERVICE CONTRACTORS		DEPARTMENT OF TREASURY DIVISION OF REVENUE PO BOX 252 TRENTON, NJ 08646-0252
TAXPAYER NAME: TAX REGISTRATION TEST ACCOUNT	TRADE NAME: CLIENT REGISTRATION	
TAXPAYER IDENTIFICATION#: 970-097-382/500	SEQUENCE NUMBER: 0107330	
ADDRESS: 847 ROEBLING AVE TRENTON NJ 08611	ISSUANCE DATE: 02/14/04	
EFFECTIVE DATE: 01/01/01		
FORM-BRC(08-01)		
<i>John S. Tully</i> Acting Director		
<small>This Certificate is NOT assignable or transferable. It must be conspicuously displayed at above address.</small>		

STATE OF NEW JERSEY BUSINESS REGISTRATION CERTIFICATE	
Taxpayer Name:	TAX REG TEST ACCOUNT
Trade Name:	
Address:	847 ROEBLING AVE TRENTON, NJ 08611
Certificate Number:	1095907
Date of Issuance:	October 14, 2004
For Office Use Only:	
	20041014112823533



ACKNOWLEDGMENT OF RECEIPT OF ADDENDA
(FORM NOT REQUIRED IF NO ADDENDA ISSUED)

The undersigned Responder hereby acknowledges receipt of the following Addenda:

<u>ADDENDUM NUMBER</u>	<u>DATE</u>	<u>ACKNOWLEDGE RECEIPT (Initial)</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Acknowledged for: _____
(Name of Responder)

By: _____
(Signature of Authorized Representative)



Prohibited Russia-Belarus Activities & Iran Investment Activities

Person or Entity

Part 1: Certification

COMPLETE PART 1 BY CHECKING ONE OF THE THREE BOXES BELOW Pursuant to law, any person or entity that is a successful bidder or proposer, or otherwise proposes to enter into or renew a contract, for goods or services must complete the certification below prior to contract award to attest, under penalty of perjury, that neither the person or entity, nor any parent entity, subsidiary, or affiliate, is identified on the Department of Treasury's Russia-Belarus list or Chapter 25 list as a person or entity engaging in prohibited activities in Russia, Belarus or Iran. Before a contract for goods or services can be amended or extended, a person or entity must certify that neither the person or entity, nor any parent entity, subsidiary, or affiliate, is identified on the Department of Treasury's Russia-Belarus list. Both lists are found on Treasury's website at the following web addresses:

<https://www.nj.gov/treasury/administration/pdf/RussiaBelarusEntityList.pdf>
www.state.nj.us/treasury/purchase/pdf/Chapter25List.pdf.

As applicable to the type of contract, the above-referenced lists must be reviewed prior to completing the below certification. A person or entity unable to make the certification must provide a detailed, accurate, and precise description of the activities of the person or entity, or of a parent entity, subsidiary, or affiliate, engaging in prohibited activities in Russia or Belarus and/or investment activities in Iran. The person or entity must cease engaging in any prohibited activities and provide an updated certification before the contract can be entered into. If a vendor or contractor is found to be in violation of law, action may be taken as appropriate and as may be provided by law, rule, or contract, including but not limited to imposing sanctions, seeking compliance, recovering damages, declaring the party in default, and seeking debarment or suspension of the party.

CONTRACT AWARDS AND RENEWALS

I certify, pursuant to law, that neither the person or entity listed above, nor any parent entity, subsidiary, or affiliate appears on the N.J. Department of Treasury's lists of entities engaged in prohibited activities in Russia or Belarus pursuant to P.L. 2022, c. 3 or in investment activities in Iran pursuant to P.L. 2012, c. 25 ("Chapter 25 List"). I further certify that I am the person listed above, or I am an officer or representative of the entity



	<i>listed above and am authorized to make this certification on its behalf. (Skip Part 2 and sign and complete the Certification below.)</i>
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CONTRACT AMENDMENTS AND EXTENSIONS

<input type="checkbox"/>	I certify, pursuant to law, that neither the person or entity listed above, nor any parent entity, subsidiary, or affiliate is listed on the N.J. Department of the Treasury’s lists of entities determined to be engaged in prohibited activities in Russia or Belarus pursuant to P.L. 2022, c. 3. I further certify that I am the person listed above, or I am an officer or representative of the entity listed above and am authorized to make this certification on its behalf. (Skip Part 2 and sign and complete the Certification below.)
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IF UNABLE TO CERTIFY

<input type="checkbox"/>	I am unable to certify as above because the person or entity and/or a parent entity, subsidiary, or affiliate is listed on the Department's Russia-Belarus list and/or Chapter 25 Iran list. I will provide a detailed, accurate, and precise description of the activities as directed in Part 2 below, and sign and complete the Certification below. Failure to provide such will prevent the award of the contract to the person or entity, and appropriate penalties, fines, and/or sanctions will be assessed as provided by law
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Part 2: Additional Information

PLEASE PROVIDE FURTHER INFORMATION RELATED TO PROHIBITED ACTIVITIES IN RUSSIA OR BELARUS AND/OR INVESTMENT ACTIVITIES IN IRAN. You must provide a detailed, accurate, and precise description of the activities of the person or entity, or of a parent entity, subsidiary, or affiliate, engaging in prohibited activities in Russia or Belarus and/or investment activities in Iran in the space below and, if needed, on additional sheets provided by you.

Part 3: Certification of True and Complete Information

I, being duly sworn upon my oath, hereby represent and state that the foregoing information and any attachments there, to the best of my knowledge, are true and complete. I attest that I am authorized to execute this certification on behalf of the above-



referenced person or entity. I acknowledge that the is relying on the information contained herein and hereby acknowledge that I am under a continuing obligation from the date of this certification through the completion of any contracts with the to notify the in writing of any changes to the answers of information contained herein. I acknowledge that I am aware that it is a criminal offense to make a false statement or misrepresentation in this certification. If I do so, I recognize that I am subject to criminal prosecution under the law and that it will also constitute a material breach of my agreement(s) with the and that the at its option may declare any contract(s) resulting from this certification void and unenforceable.

Full Name:

Title:

Signature:

Date: