Asbury Park Housing Authority
HOUSING AUTHORITY & URBAN REDEVELOPMENT AGENCY

BOARD OF COMMISSIONERS

GREGORY HOPSON, SR.

GARRETT M. GIBERSON

ANGELINE BROWN

CHARLOTTE MCALLISTER

NINA M. SUMMERLIN

CAROL TORRE

DONNA TROPPOLI

~~~~~~

THOMAS SAHLIN,

EXECUTIVE DIRECTOR

REGULAR MEETING

November 14, 2022

6:00 PM
~~~~~~

Asbury Park Housing Authority
HOUSING AUTHORITY & URBAN REDEVELOPMENT AGENCY

BOARD MEETING ANNOUNCEMENT

HOUSING AUTHORITY OF THE CITY OF ASBURY PARK

BOARD OF COMMISSIONERS MEETING

November 14, 2022, Convening at 6PM

Location: Jimmy's Italian Restaurant, 1405 Asbury Ave., Asbury Park NJ 07712

DIRECTOR'S READING OF REQUIRED PUBLIC NOTICE:

In accordance with the Local Public Meetings Act of 1975 and as amended, advanced notice of this meeting, including The Agenda, was sent to the local newspapers, delivered to the City Clerk's Office, and posted at ALL Asbury Park Housing Authorities Sites at least 48 Hours prior to Convening the meeting.

AGENDA

NOTICE OF PUBLIC MEETING AND PROSPECTIVE AGENDA

HOUSING AUTHORITY OF THE CITY OF ASBURY PARK

BOARD OF COMMISSIONERS MEETING

November 14, 2022

Time: **6:00 P.M.**

Place: **Jimmy's Italian Restaurant located at**

1405 Asbury Avenue, Asbury Park, NJ 07712

The Asbury Park Housing Authority will hold a Meeting on Monday, November 14, 2022 at Jimmy's Italian Restaurant, located at 1405 Asbury Ave. Asbury Park, NJ 07712. Notice of the meeting is given in accordance with requirements of the Open Public Meetings Act of New Jersey (Sunshine Law). The meeting will begin promptly at 6:00 p.m., following is the Agenda. It is anticipated that formal action will be taken on some or all of the items.

NOTE: The Agenda and Summary of Explanations of Board Resolutions will be available for review by the Public between the hours of 10:00 A.M. and 3:00 P.M. the day of the scheduled Board Meeting at the Administration Offices, located at 1000 ½ Third Ave., Asbury Park, NJ 07712.

The Public will be allowed to address the Board on individual Agenda items as they are considered by the Board, prior to formal action on each resolution.

AGENDA ITEMS ARE AS FOLLOWS:

NEW BUSINESS:

1. **Public Participation** – Non Agenda Items:
   THREE (3) MINUTE RULE WILL APPLY TO PUBLIC PARTICIPATION; CHAIRMAN MUST ANNOUNCE THREE (3) MINUTE RULE FOR SPEAKING.
2. Authorization to accept the Minutes of the Regular Meeting Session for October 17, 2022.
3. **Resolution 11-01-2022–** Resolution Approving Expenditures for the month of October 2022, including Section 8 expenditures.
4. **Resolution 11-02-2022 –** Resolution authorizing award of a contract for "As Needed" Architectural and Engineering Services for all APHA developments for one (1) year ending November 30, 2023, with an option to renew for one (1) additional year, subject to legal counsel opinion
5. **Resolution 11-03-2022** - Resolution Authorizing the Asbury Park Housing Authority Section 8 Housing Voucher Choice Voucher Program Payment Standards and Fair Market Rents 2023.
6. **Added Starter(s), if applicable.**
7. **Executive Session,** for Matters of Potential Litigation.

MATTERS OF INFORMATION:

1. Monthly Management Re-Cap for Period Beginning October 1, 2022 to October 31, 2022 for the following:
    - Dr. Robinson Towers
    - Lumley Homes A & B
    - Comstock Court
    - Asbury Park Village
    - Washington Village
    - Lincoln Village
    - Boston Way Village
2. Maintenance Report
3. Extermination Report
4. Housing Choice Voucher Program Report

EXECUTIVE DIRECTOR'S REPORT:

OLD BUSINESS:

MATTERS OF INFORMATION:

- **2022 Commissioners' Conference (January 8 – 1, 2022) Lake Buena Vista, FL**

ADJOURNMENT:

EXPLANATION OF RESOLUTIONS FOR THE BOARD OF COMMISSIONERS MEETING OF NOVEMBER 14, 2022

1. **Resolution 11-01-2022- Resolution Approving Expenditures for the month of October 2022, Including Section 8 Expenditures.**

   These bills are expenses that the APHA has incurred for payment for the month of October 2022 (i.e. utilities, repairs, supplies, payroll, services performed, etc.).

2. **Resolution 11-02-2022- Resolution authorizing the Asbury Park Housing Authority to enter into a contract for "As Needed" Architectural and Engineering Service for all APHA developments for one (1) year ending November 30, 2023 with an option to renew for one (1) additional year, subject to legal counsel opinion.**

   This resolution represents an award of a contract to perform Architectural and Engineering Services and all of APHA Developments. Both parties intend to exercise the option to renew the contract for a second year, per the language contained in the current contract.

3. **Resolution 11-03-2022 – Resolution Authorizing the Asbury Park Housing Authority Section 8 Housing Voucher Choice Voucher Program Payment Standards and Fair Market Rents 2023.**

   The FMR Documentation Systems are intended to provide an in depth exposition of the methodology used to generate Fair Market Rents for a given geographic area selected by the user. The actual FMRs published in the Federal Register are computed using data on rent distribution that are prohibited from public release under Title XIII to protect the confidentiality of respondents. The documentation system re-calculate Fair Market Rents based on publicly available data from the Census 2019.

MINUTES OF THE ASBURY PARK HOUSING AUTHORITY BOARD OF COMMISSIONERS REGULAR MEETING HELD OCTOBER 17, 2022

The session convened at 6:06 pm with the following persons present:

Present:

Chairman Gregory Hopson, Sr.

Commissioner Angeline Brown

Commissioner Charlotte McAllister

Commissioner Nina M. Summerlin

Commissioner Donna Troppoli

Absent:

Vice Chairman Garrett M. Giberson

Commissioner Carol Torre

Also Present:

Thomas Sahlin, Executive Director

Qaasim Johnson, Director of Housing

Serena DiMaso, Legal Counsel Associate

Aldrin Peralta, Supervisor of Maintenance

Salute to the Flag led by: Thomas Sahlin

Required Public Notice read by Thomas Sahlin.

NOTICE: In accordance with the Local Public Meetings Act of 1975 and as *amended*, advanced notice of the meeting including the agenda, was sent to the local newspapers, delivered to the City Clerk's Office, and posted at all Asbury Park Housing Authority Offices at least (48) hours prior to convening the meeting.

PUBLIC PARTICIPATION

(Motion to Open Public Participation moved by Chairman Hopson and seconded by Commissioner Troppoli.)

Rena Ward, Lincoln Village – Cleanliness of the buildings.

Patricia Miller, Lumley B – Access to social room

(Motion to Close Public Participation moved by Commissioner Brown and seconded by Commissioner McAllister.)

ACCEPTANCE OF THE MINUTES OF THE REGULAR MEETING HELD SEPTEMBER 12, 2022

(Approval of the minutes was moved by Chairman Hopson and seconded by Commissioner McAllister.)

(There were no further discussions or comments on this from the Commissioners.)

Ayes- Commissioners McAllister, Summerlin, Troppoli, and Chairman Hopson

Opposed- None

Absent- Commissioner Torre and Vice Chair Giberson

Abstain- Commissioner Brown

ACCEPTANCE OF THE MINUTES OF THE EXECUTIVE MEETING HELD SEPTEMBER 12, 2022

(Approval of the minutes was moved by Commissioner McAllister and seconded by Commissioner Brown.)

(There were no further discussions or comments on this from the Commissioners.)

Ayes- Commissioners McAllister, Summerlin, Troppoli, and Chairman Hopson

Opposed- None

Absent- Commissioner Torre and Vice Chair Giberson

Abstain- Commissioner Brown

RESOLUTION 10-01-2022 - RESOLUTION APPROVING EXPENDITURES FOR THE MONTH OF SEPTEMBER 2022, INCLUDING SECTION 8 EXPENDITURES.

(Acceptance of this Resolution moved by Chairman Hopson and seconded by Commissioner Troppoli.)

(There were no further discussions or comments on this Resolution from the Commissioners.)

Ayes- Commissioners Brown, McAllister, Summerlin, Troppoli, and Chairman Hopson

Opposed- None

Absent- Commissioner Torre and Vice Chair Giberson

Abstain- None

RESOLUTION 10-02-2022 - RESOLUTION APPROVING 2023 NOTICE FOR REGULAR MEETING SCHEDULE FOR THE BOARD OF COMMISSIONERS OF ASBURY PARK HOUSING AUTHORITY.

(Acceptance of this Resolution moved by Commissioner McAllister and seconded by Commissioner Brown.)

(There were no further discussions or comments on this Resolution from the Commissioners.)

Ayes- Commissioners Brown, McAllister, Summerlin, Troppoli, and Chairman Hopson

Opposed- None

Absent- Commissioner Torre and Vice Chair Giberson

Abstain- None

Motion to close Board of Commissioner's Meeting of October 2022, moved by Commissioner McAllister, seconded by Commissioner Brown.

All in favor.

Meeting Adjourned, 6:29 pm

_____

Thomas Sahlin, Executive Director Date

RESOLUTION # 11-02-2022
DATE 11-14-2022
ITEM # 4

RESOLUTION AUTHORIZING THE ASBURY PARK HOUSING AUTHORITY TO AWARD A CONTRACT WITH ON BOARD ENGINEERING CORPORATION FOR "AS NEEDED" ARCHITECTURAL AND ENGINEERING SERVICE FOR ALL APHA DEVELOPMENTS FOR ONE YEAR ENDING NOVEMBER 30, 2022, WITH AN OPTION TO RENEW FOR ONE ADDITIONAL YEAR

WHEREAS, the Asbury Park Housing Authority has a need for Architectural and Engineering services for all APHA Sites for the year December 1, 2022 through November 30, 2023; and

WHEREAS, APHA properly advertised by utilizing three separate publications, at the national, state and local level, in accordance with Federal and State Law, as well as the Housing Authority's procurement policy. As result of the solicitation, four (4) copies of the RFP's were electronically distributed to vendors upon request and three (3) proposals were received; and

WHEREAS, funds are available for this contract; and

NOW THEREFORE BE IT RESOLVED, that the Board of Commissioners of the Asbury Park Housing Authority is hereby authorized to award a contract to On Board Engineering Corporation, with an address of 50 Millstone Road, Building 300 / Suite 110, East Windsor, NJ 08520, in the amount not to exceed $70,000.00 for one year period December 1, 2022 to November 30, 2023, subject to legal counsel opinion.

VOTE:	MOTION	SECOND	AYES	NAYS	ABSENT	ABSTAIN
Gregory Hopson, Sr.						
Garrett M. Giberson						
Angeline Brown						
Charlotte McAllister						
Nina M. Summerlin						
Carol Torre						
Donna Troppoli						

I hereby certify that the above Resolution was ratified and approved by the Asbury Park Housing Authority Board of Commissioners on the 14th day of November, 2022.

_____

Thomas Sahlin, **Date**
Executive Director

_____ Gregory Hopson, Sr., Chairperson

_____ Garrett M. Giberson, Vice- Chairperson

_____ Angeline Brown, Commissioner

_____ Charlotte McAllister, Commissioner

_____ Nina M. Summerlin, Commissioner

_____ Carol Torre, Commissioner

_____ Donna Troppoli, Commissioner

CERTIFICATE OF FUNDS AVAILABLE

FUNDING REQUEST

On-Boarding Engineering Corporation

Architectural and Engineering Services

FUNDING SOURCE	AMOUNT
CFP	$100,000.00

CERTIFICATION

APHA Finance Department

11-14-2022
Date

Advertisement Request for Qualifications: 2022-2023 A&E Services

The Housing Authority of the City of Asbury Park is seeking responses from firms for a Request for Qualifications for its 2022-2023 "As Needed Architectural/Engineering Services" contract.

A copy of the above may be obtained at the offices of the Asbury Park Housing Authority at any time during its regular business hours of 9:00 AM to 5:00 P.M., Monday through Friday, starting September 15, 2022 by furnishing a request for a copy of same via email to Stephanie Esdaile, Executive Administrative Assistant at sesdaile@aphanj.org. Alternatively, a copy may be obtained by visiting www.aphanj.org, selecting the Business tab, then selecting Requests for Proposals. After selecting the appropriate RFQ, you may sign up for free to access and submit the RFQ response.

All interested parties must submit a complete response to the RFQ no later than October 13, 2022, 10:00 AM. The envelope should be clearly marked "As Needed Architectural/Engineering Services" on the outside. Three (3) copies must be mailed or hand delivered to The Housing Authority of the City of Asbury Park, 1000 ½ Third Ave, Asbury Park, NJ. 07712. Electronic submissions prior to the deadline will also be accepted.

Firms not responding with a proposal on or before October 13, 2022 at 10:00 AM will not be considered for the contract. The Housing Authority of the City of Asbury Park does not obligate itself to accept the lowest-cost proposal and reserves the right to waive any informalities in the process or to accept or reject any or all proposals if deemed in the best interest of the Authority.

Thomas Sahlin
Executive Director

AFFIDAVIT OF PUBLICATION

Publisher's Fee $59.84 Affidavit $35.00

STATE OF WISCONSIN
Brown County

Personally appeared Marianne Verhagen at County of Brown, State of Wisconsin.

Of the **Asbury Park Press,** newspaper printed in Freehold, New Jersey and published in Neptune, in State of New Jersey and Monmouth/Ocean Counties, and of general circulation in Monmouth/Ocean Counties, who being duly sworn, deposeth and saith that the advertisement of which the annexed is a true copy, has been published in the said newspaper 2 times, once in each issue dated as follows:

09/19/2022, 10/03/2022 **A.D 2022**

Nicole Jacobs
Notary Public State of Wisconsin County of Brown

8-21-26
My commission expires

NICOLE JACOBS
Notary Public
State of Wisconsin

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Thomas Sahlin
Executive Director
($59.84)

0005415730-01

NJ Advance Media
Woodbridge Corporate Plaza
ATTN: Legal Advertising Dept.
485 Route 1 South
Bldg E., Suite 300
Iselin, NJ 08830

Star Ledger

AD#:0010446804

ASBURY PARK HOUSING AUTHORITY
1000 12 3RD AVE
ASBURY PARK, NJ 07712

Sales Rep: NJ LegalRepNJ
Account Number:XASBU2660969
AD#: 0010446804

Remit Payment to:
NJ Advance Media
Dept 77571
P.O. Box 77000
Detroit, MI 48277-0571

FOR QUESTIONS CONCERNING THIS AFFIDAVIT,
PLEASE CALL 732-902-4318 OR EMAIL legalads@njadvancemedia.com

Date	Position	Description	P.O. Number		Costs
10/03/2022	Req To Qualify NJ	Advertisement Request for Qualifications: 2022-2023 A&E	2022-2023 A&E Services		
			Ad Size		
				Affidavit Fee - 09/20/2022	$90.00
			1 x 72 L	Basic Ad Charge - 10/03/2022	$168.48
				Total	$258.48

CLAIMANTS CERTIFICATION AND DECLARATION

I do solemnly declare and certify under the penalties of law that this bill or invoice is correct in all its particulars, that the goods have been furnished or services have been rendered as stated herein, that no bonus has been given or received by any person or persons within the knowledge of this claimant in connection with the above claim, that the amount herein stated is justly due and owing, and that the amount charged is a reasonable one.

Date: 10/5/2022 Fed ID#: 13-4123607

Signature: Chris Tighe Official Position: AR Manager

CERTIFICATION BY RECEIVING AGENCY

I, having knowledge of the facts, certify and declare that the goods have been received or the services rendered and are in compliance with the specifications or other requirements, and said certification is based on signed delivery slips or other reasonable procedures or verifiable information.

Signature: _____

Title: Date:

CERTIFICATION BY APPROVAL OFFICIAL

I certify and declare that this bill or invoice is correct, and that sufficient funds are available to satisfy this claim. The Payment shall be chargeable to:

Appropriation Account(s) and Amounts Charged: P.O.#: _____

Signature: _____

THIS FORM APPROVED FOR USE BY LOCAL GOVERNMENTS BY THE LOCAL FINANCE BOARD

NJ SL Legal Liner

Star Ledger

LEGAL AFFIDAVIT

AD#: 0010446804 Total $258.48

State of New Jersey,) ss
County of Middlesex)
Lisa Arrington being duly sworn, deposes that he/she is principal clerk of NJ Advance Media; that Star Ledger is a public newspaper, with general circulation in Atlantic, Burlington, Cape May, Essex, Hudson, Hunterdon, Mercer, Middlesex, Monmouth, Morris, Ocean, Passaic, Somerset, Sussex, Union, and Warren Counties, and this notice is an accurate and true copy of this notice as printed in said newspaper, was printed and published in the regular edition and issue of said newspaper on the following date(s):
Star Ledger 09/20, 10/03/2022

Principal Clerk of the Publisher

Sworn to and subscribed before me this 5th day of October 2022

CHERILYN ALSTON
Notary Public, State of New Jersey
My Commission Expires
October 18, 2024

Notary Public

Advertisement Request for Qualifications: 2022-2023 A&E Services

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Thomas Sahlin
Executive Director
9/20, 10/3/2022 $168.48

As Needed Architectural/Engineering Services

EDIT PRINT

Job Details

Description

The Housing Authority of the City of Asbury Park is seeking responses from firms for a Request for Qualifications for its 2022-2023 "**As Needed Architectural/Engineering Services**" contract.

A copy of the above may be obtained at the offices of the Asbury Park Housing Authority at any time during its regular business hours of 9:00 AM to 5:00 P.M., Monday through Friday, starting **September 15, 2022** by furnishing a request for a copy of same via email to Stephanie Esdaile, Executive Administrative Assistant at sesdaile@aphanj.org. Alternatively, a copy may be obtained by visiting www.aphanj.org, selecting the Business tab, then selecting Requests for Proposals. After selecting the appropriate RFQ, you may sign up for free to access and submit the RFQ response.

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Thomas Sahlin

Executive Director

Job ID

5206

Job Title

As Needed Architectural/Engineering Services

Start Date

09/15/2022

Application Deadline

10/13/2022

Salary Range

no minimum salary specified - no maximum salary specified

Job Major Category

RFP

Job Location

Asbury Park, NJ

Website

APHANJ.ORG

Contact Information

Name

Stephanie Esdaile

Phone Number

7327742660

Email

sesdaile@aphanj.org

Best Method of Contact

EMAIL

Project: As Needed A & E Services
(September 15, 2022 @ 9am)

Electronic Pick Up Sheet

Official Developer Name and Email	Date	Time
On Board USa	9/17/22	7:30 a
Deltek Rubric Records	9/19/22	12:07 p
Lothrop Ass. LLP	9/20/22	9:19 am
Tectonic Engineering	9/21/22	8:26 a

Project: As Needed "A&E" Services

Due 10/13/22 @ 10 am

Official Developer Name	Date RFQ Delivered	Time Received	Received in Sealed Envelope or via Email
O&S Assoc.	10/11/22	9:35 a	Sealed
Lothrop Assoc.	10/11/22	10 am	Sealed
On Board Engin. & Design	10/11/22	1 pm	Sealed

Proposer's Name	Ability to Perform the Work (Experience and Competence) 0-25 POINTS	Demonstrated Knowledge (Local Building Codes and Federal Building Alteration Requirements 0-20 POINTS	Past Performance (Cost Control, Quality of Work, and Compliance with Performance Schedules) 0-20 POINTS	Capability and Capacity to accomplish work within the required time period 0-20 POINTS	Financial Capacity (Proposed Cost/Fee Schedule) 0-10 POINTS	M/WBE Certification 0-5 POINTS	TOTAL POINTS (Total Points 0-100)	
O & S Associates Engineering and Architects	24	19	15	14	5	0 15 out of 88 staff are women	77	PM $200hr SA $185hr
Lothrop Associates LLP Architects	25	20	19	20	6	2 56% Minority & Women staff	92	PM $195hr PA $175hr
On-Board Engineering Coporation	25	19	19	20	9	2 Partly Woman owned	94	PM $110hr PA $100hr

Project: **RFQ For As Needed A & E Services 2022** **Evaluator:** Shemea Marshall

Evaluator's Signature: Shemea Marshall

Date: 10-19-2022

Proposer's Name	Ability to Perform the Work (Experience and Competence) 0-25 POINTS	Demonstrated Knowledge (Local Building Codes and Federal Building Alteration Requirements 0-20 POINTS	Past Performance (Cost Control, Quality of Work, and Compliance with Performance Schedules) 0-20 POINTS	Capability and Capacity to accomplish work within the required time period 0-20 POINTS	Financial Capacity (Proposed Cost/Fee Schedule) 0-10 POINTS	M/WBE Certification 0-5 POINTS	TOTAL POINTS (Total Points 0-100)
O & S Associates Engineering and Architects	20	20	10	15	7	Ø	72
Lothrop Associates LLP Architects	20	20	15	15	8	Ø	78
On-Board Engineering Coporation	20	20	15	15	10	Ø	80

Project: **RFQ For As Needed A & E Services 2022** **Evaluator:** Thomas Sahlin

Evaluator's Signature:_____

Date: _____

Proposer's Name	Ability to Perform the Work (Experience and Competence) 0-25 POINTS	Demonstrated Knowledge (Local Building Codes and Federal Building Alteration Requirements 0-20 POINTS	Past Performance (Cost Control, Quality of Work, and Compliance with Performance Schedules) 0-20 POINTS	Capability and Capacity to accomplish work within the required time period 0-20 POINTS	Financial Capacity (Proposed Cost/Fee Schedule) 0-10 POINTS	M/WBE Certification 0-5 POINTS	TOTAL POINTS (Total Points 0-100)
O & S Associates Engineering and Architects	22	18	15	18	9	5	87
Lothrop Associates LLP Architects	22	18	17	20	7	5	89
On-Board Engineering Coporation	20	18	15	20	9	5	87

Project: **RFQ For As Needed A & E Services 2022** **Evaluator:** Q. Johnson

Evaluator's Signature:

Date: 10/25/22

Asbury Park Housing Authority
HOUSING AUTHORITY & URBAN REDEVELOPMENT AGENCY

Proposal

In Response to
Request for Qualifications
for

AS-NEEDED
ARCHITECTURAL / ENGINEERING SERVICES
(2022-2023)

at the

The Asbury Park Housing Authority
&
Urban Redevelopment Agency

RFQ P007-0-2022/SE
Dated September 14, 2022

Prepared by:

On-Board Engineering Corporation
50 Millstone Road
Building 300 / Suite 110
East Windsor, NJ 08520

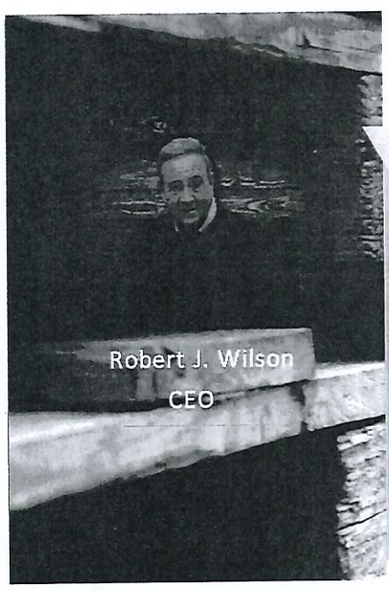
On-Board Proposal No. APHA-5166

October 13, 2022

ORIGINAL

TABLE OF CONTENTS

Section	Description
Introduction	Cover Letter / Executive Summary
Section/Factor 1	On-Board's Ability to Perform the Work
Section/Factor 2	On-Board's History of Timely Performance
Section/Factor 3	On-Board's Past Performance
Section/Factor 4	On-Board's Knowledge of Building Codes & Requirements
Section/Factor 5	On-Board's Proposed Cost / Fee Schedule
Section/Factor 6	M/WBE Policies & Objectives
---	**Proposal Form Attachments**
Attachment A	Attachment A: Form of Proposal
Attachment B	HUD-5369-C: Certs & Reps of Offerors, Non-Construction Contract
Attachment C	Attachment C: Profile of Firm Form
Attachment D	HUD-51915: Model Form of Agreement Between Owner and Design Professional
Attachment E	Supplemental Conditions to form HUD-51915 as required by 24 CFR 85.36(i)
Attachment F	HUD-5370-C: General Conditions for Non-Construction Contracts, Section I
Attachment G	Form SF-330: Architect-Engineer Qualifications Certification Statement
Attachment H	Other Information (Proposed Program Team Org Chart)
Attachment I	Equal Employment Opportunity Certification



Meet On-Board's CEO

Good Day,

I am Robert J. Wilson, Chairman and CEO of On-Board. I wanted to personally thank you today for allowing On-Board the opportunity to present this proposal response to The Asbury Park Housing Authority.

I am confident that On-Board's response will either meet or exceed The Authority's expectations. On-Board looks forward to "Once Again" helping the APHA meet its project objectives for the

AS-NEEDED
ARCHITECTURAL / ENGINEERING SERVICES (2022-2023)
Program

Sincerely,

Robert J. Wilson

Cover Letter

50 Millstone Road
Building 300, Suite 110
East Windsor, NJ 08520
(609) 945-8000
(609) 945-8080 (fax)

ON-BOARD ENGINEERING
Flexible Service

Penn's Plaza
2 Penn's Way - Suite 400
New Castle, DE 19720
(302) 613-5030
(302) 613-5739 (fax)

October 12, 2022

Housing Authority of the City of Asbury Park
Administration Building
1000 ½ Third Avenue
Asbury Park, New Jersey 07712

Attention: Thomas Sahlin / Executive Director

Reference: Asbury Park Housing Authority RFQ AP007-0-2022/SE
As-Needed Architectural / Engineering Services (2022-2023)

Dear Mr. Sahlin:

The undersigned, as a respondent to the reference RFQ, has submitted the attached Proposal in response to a Request for Qualifications (RFQ), issued by Asbury Park Housing Authority (Hereinafter " the APHA", "the HA" or "The Authority"), in connection with the Authority's need for a Firm (or Firms) to provide As-Needed Architectural / Engineering Services (2022-2023)

In addition to On-Board's acceptance of the Authority's **Reservation of Rights** in Section 1.0 of its RFQ, On-Board Engineering Corporation (hereinafter "On-Board") hereby also states:

The attached Proposal contains accurate, factual, and complete information. On-Board agrees to participate in good faith in the procurement process as described in the RFQ.

On-Board acknowledges that all costs incurred by it in connection with the preparation and submission of the Proposal prepared and submitted in response to the RFQ, or any negotiation which results therefrom, shall be borne exclusively by On-Board.

On-Board hereby declares that the only persons participating in this Proposal as Principals are named herein, and that no person other than those herein mentioned has any participation in this Proposal or in any contract to be entered into with respect thereto.

Additional On-Board personnel may subsequently be included as participating Principals, but only if acceptable to the APHA. On-Board declares that this Proposal is made without connection with any other person, firm or parties who has submitted a Proposal, and that it has been prepared and has been submitted in good faith and without collusion or fraud.

On-Board acknowledges and agrees that the Authority may modify, amend, suspend and/or terminate the procurement process (in its sole judgment). In any case, the APHA will not have any liability to On-Board for any costs incurred by On-Board with respect to the procurement activities described in this RFQ.

This Cover Letter bears the original signature of an executive representative of On-Board authorized to negotiate with the Authority. On-Board's authorized representative is:

Richard M. Jervis, Jr., P.E.
Vice President of Engineering
(302) 613-5702
Richard.Jervis@onboardusa.com

On-Board will make use of the two full-service offices located nearest where the APHA project work will be performed. The two locations are:

- East Windsor, NJ
- New Castle, DE

Finally, On-Board acknowledges that it will be available for contract execution for a project specific proposal and is typically ready to commence work immediately upon written Notice to Proceed by the Authority.

On-Board's past history serving Public Sector Clients includes significant successful project work at The Asbury Park Housing Authority.

Additional introductory information related to this response can be found following this Cover Letter in the:

Executive Summary

On-Board appreciates the opportunity to be selected as a member of the A/E Pool by the APHA. We look forward to working with you.

Sincerely,
On-Board Engineering Corporation

Richard M. Jervis, Jr., P.E.
Vice President of Engineering

Introduction / Executive Summary

On-Board Engineering Corporation (hereinafter, "On-Board") is grateful for the opportunity to present this proposal to the Asbury Park Housing Authority (APHA / The Authority / The HA) for the:

"AS-NEEDED ARCHITECTURAL & ENGINEERING SERVICES (2022/2023)" Program.

An award of this program to On-Board will renew a long-standing successful relationship between The Authority and On-Board that has been inactive for some time now.

Based on On-Board's thorough review of the APHA's RFQ AP007-0-2022/SE Dated September 14, 2022, we recognize and understand the scope of work required, and the Authority's objectives for this Program. The following proposal is submitted for The Authority's consideration.

On-Board Engineering Corporation is a 46-year-old, **New Jersey based**, Family owned & privately held, professionally licensed, full-service provider of Architecture, Engineering, Design, Construction Management, Project/Program Management, and Professional Consulting services to its clients.

"Flexible Service" has been the hallmark of On-Board since its inception in 1976. On-Board provides quality A&E deliverables at a fair price with a focus on client satisfaction.

On-Board has developed a business plan that combines the customer service of a family-owned business with the A&E services of a premier full-service design contractor.

On-Board has the flexibility to work with its clients to provide A&E services and contracting strategies that fit the client's project/program expectations and operating model.

On-Board is known in the industry for timely and effective communication throughout the program and project life cycles.

On-Board responds quickly to today's dynamic project environments and bring the best available resources to meet program and project objectives.

On-Board has a full staff of highly qualified discipline architects, engineers, project engineers / managers and designers to execute project tasks to meet The Authority's requirements.

On-Board conducts business from its New Jersey, Delaware and North Carolina offices as well as multiple satellite and client sites throughout North America. On-Board supports a client base of over 150 Fortune 1000 firms & Public Sector Organizations.

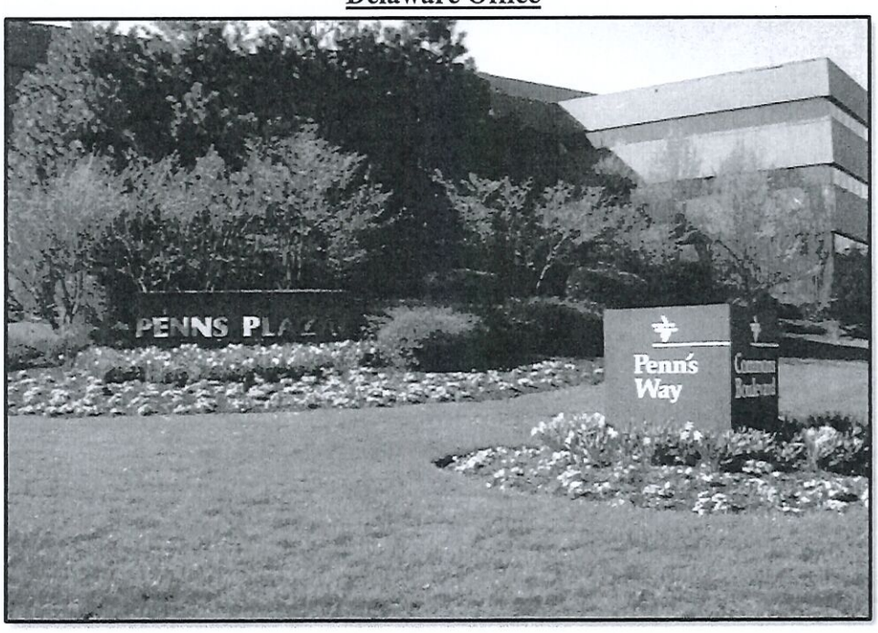
On-Board Engineering Corporation is a New Jersey "C-Corp" with three (3) Home Office locations.

- East Windsor, NJ
- New Castle, DE
- Wake Forest, NC

Corporate Office / E. Windsor, NJ

On-Board's additional regional engineering home office is located in New Castle, DE.

Delaware Office



The company has over 300 employees providing professional A&E services for:

- Civil / Structural / Architectural Engineering & Design
- Process Mechanical Engineering & Design
- Utility & HVAC Mechanical Engineering & Design
- Electrical Engineering & Design
- Electrical Instrumentation and Controls Engineering & Design
- Project Management
- Program Management
- Construction Management
- Consulting Engineering / All Disciplines
- Design/Build Capabilities

On-Board Engineering is part of a family of On-Board Companies founded in 1976 by The Late Robert L. Wilson, the current owner's father. The Wilson Family continues to own and manage the firm today with the third generation of Wilson Family members in key Executive and Management positions. Please visit www.onboardusa.com for more information on the On-Board Family of Companies.

On-Board's response to this RFQ is presented in 6 Sections with 9 Attachments. Each section corresponds to the Submission Requirements provided by The APHA in its RFQ.

The 6 Sections include:

Section/Factor 1 - On-Board's Ability to Perform the Work
Section/Factor 2 - On-Board's History of Timely Performance
Section/Factor 3 - On-Board's Past Performance
Section/Factor 4 - On-Board's Knowledge of Building Codes & Requirements
Section/Factor 5 - On-Board's Proposed Cost / Fee Schedule
Section/Factor 6 - M/WBE Policies & Objectives Statement

The 9 Proposal Form Attachments provided in support of On-Board's Proposal are:

Attachment A - Form of Proposal
Attachment B - HUD 5369-C Form
Attachment C - Profile of Firm Form
Attachment D - HUD-51915
Attachment E - Supplemental Conditions to HUD-51915
Attachment F - HUD-5370-C
Attachment G - Form SF-330 – A/E Qualifications Certification Statement
Attachment H - Other Information (Proposed Program Team Org Chart)
Attachment I - Equal Employment Opportunity Certification

Please pay particular attention to On-Board's Multi Discipline Technical Capabilities & Experience in **Sections 2 & 3**, which will demonstrate On-Board's understanding of the APHA Project needs and its ability to successfully complete them. After 46 years of successful project execution, On-Board is fully capable of providing the professional services necessary to meet (or exceed) the expectations of The APHA for this program.

On-Board's long history of project success is due primarily to On-Board's "Flexible" and "Hands On" management approach as well as On-Board's cost-effective operations.

Typical client survey feedback reveals that clients find On-Board provides a lower cost alternative to the services of other larger A/E and/or EPCM firms in the marketplace.

Conclusion - Why On-Board?

On-Board is truly a good fit for the MTHA's projects. When considered together, On-Board's…

1. Industry Recognized and Ranked Engineering and Design History
2. Multi-Discipline "In-House" Technical Capabilities
3. Home Office Location Geographically Aligned to The APHA
4. Familiarity with the APHA & Municipal/HUD Project Requirements
5. Long Term Client Relationship Portfolio
6. Relevant Project Design Experience
7. Cost Competitive Rate Structure

…provide The Authority with competent partner for successful execution of this program.

In addition, we are confident that an APHA/On-Board partnership will reduce costs, maintain, or improve the quality of architectural/engineering deliverables and provide the Authority with a relationship-based engineering service provider who will continuously focus on meeting the HA's project execution needs for years to come.

On-Board's Professional References cited in **Section 1** of this response will surely attest to its being historically

Reliable, Responsive and Resourceful.

The APHA will discover those same attributes with an award to On-Board of the:

"AS-NEEDED ARCHITECTURAL & ENGINEERING SERVICES (2022/2023)"
Program.

Section / Factor 1 - On-Board's Ability to Perform the Work

Evidence of the On-Board's Ability to perform the services outlined in the RFQ is clearly indicated here by:

1. On-Board's understanding of the scope of work required by the APHA
2. On-Board's technical capabilities
3. Profiles of the principals' and staff's professional and technical competence & experience

On-Board's familiarity and its project history providing identical services requested with both the APHA & other public sector organizations can be found in **Section 3 – Past Performance**

Scope of Work

On-Board recognizes that The HA intends to contract with firm(s) to provide A/E services for various HA projects including:

- Site Planning
- Structural Engineering & Design
- Mechanical Engineering & Design (eg. Boiler Repair)
- Electrical Engineering & Design (eg. Generator Replacement)
- Civil Engineering & Design
- Cost Estimating
- Construction Phase Services
- ***Landscape Design**

***Landscape Design** has not been historically provided by On-Board's "in-house" staff. In the past, projects requiring these services have been provided to On-Board where required by "alliance" Landscape Designers. On-Board also routinely utilizes Landscape Design firms already approved by its clients. Often these additional project services are subcontracted with minimal or no mark-up.

Project Phases of On-Board's A/E Services may include any (or all) of the following:

- Schematic Design Phase
- Design Development Phase
- Bidding, Construction and Contract Document Phase
- Bidding and Award Phase
- Construction Phase
- Post Completion/Warranty Phase

Although not all of the projects executed by On-Board include every phase above, all phases of project execution have been routinely provided to its clients where needed. On-Board's clients have become increasingly dependent upon On-Board's **Construction Phase Services,** as they have become a significant service offering to them over the years.

Capabilities of the Firm

On-Board has a full staff of highly qualified discipline architects, engineers, project engineers / managers and designers to execute project tasks to meet The Authority's requirements. The company has over 300 employees providing professional A&E services for:

- Process Mechanical Engineering & Design
- Utility & HVAC Mechanical Engineering & Design
- Electrical Engineering & Design
- Electrical Instrumentation and Controls Engineering & Design
- Civil / Structural / Architectural Engineering & Design
- Project Management
- Program Management
- Construction Management
- Consulting Engineering / All Disciplines
- Design/Build Capabilities

On-Board intends to provide its relevant services supporting The APHA with personnel from its two (2) regional office locations. They are:

- East Windsor, NJ
- New Castle, DE

The "mix" of services required for specific Authority projects will determine the office location.

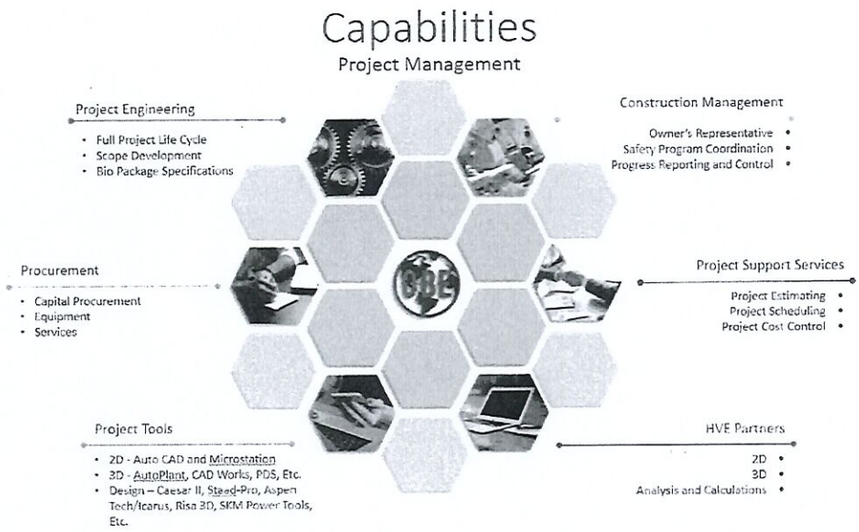
Home Office Locations

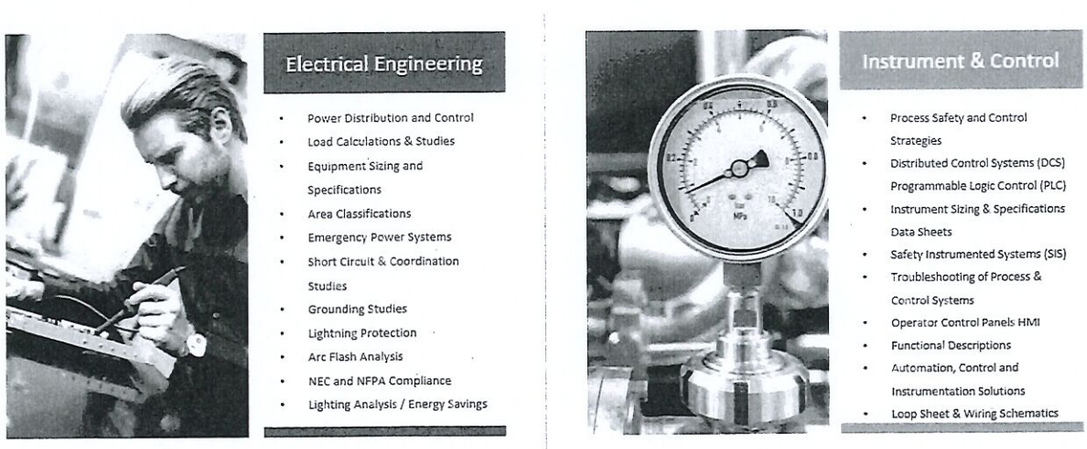
Windsor Corporate Park
50 Millstone Road
Building 300-Suite 110
East Windsor, NJ 08520
(609) 945-8000 (main)
(609) 945-8080 (fax)
Point of Contact: Kenneth P. Keogh
Director of Business Development
(908) 433-1274 (M)
Email: Kenneth.Keogh@onboardusa.com

Penn's Plaza
2 Penn's Way-Suite 400
New Castle, DE 19720
(302) 613-5030 (main)
(302) 613-5739 (fax)
Point of Contact: Richard M. Jervis, Jr., P.E.
Vice President of Engineering
(302) 547-5581 (M)
Email: Richard.Jervis@onboardusa.com

On-Board's Discipline Specific Capabilities follow.

Capabilities by Discipline





Capabilities

Mechanical / HVAC Engineering & Process / Piping Engineering

Mechanical / HVAC

- New and Existing Facilities
- Equipment Specifications
- Heating and Cooling Load Calculations
- Code and Standards Compliance
- Energy Analysis and Simulation
- Chiller / Boiler Design
- Cooling Tower Design
- HVAC Design
- Fire Protection Systems
- Plumbing Design

Process / Piping

- Process Scope Development
- PFD Development
- P&ID Development
- Process Modeling and Simulation
- Equipment and Piping Arrangements
- Pipe Stress Analysis
- Process Safety Management
  - Process Hazards / Fire & Safety
  - Pressure Relief Device Sizing & Calculations
- Detailed Design
  - Orthographics
  - CAD 2D/3D
  - Isometrics
  - Material Take Off

Capabilities

CSA and Facilities

CSA

Civil Engineering
- Site Planning
- Site Grading, Drainage, Sewers, Underground Utilities, Roads and Railroads
- GeoTech Survey Review

Structural Engineering
- Buildings, Structures and Foundations
- Steel, Concrete, Masonry, Wood
- Modular Construction
- Specialty Consulting

Architectural Engineering
- Building Design (Conceptual to Final)
- Code Evaluation
- Plumbing Technology
- Roofing Technology

Facilities

Facilities and Operations
- Facility Capital Planning and Budget Development
- Energy System Evaluations
- Lean Manufacturing
- Process Safety Management
- Sustainable Solutions
- Site Planning
- Procurement Support
- Construction Management

Qualifications of the On-Board Personnel

Below, please find brief narratives describing the professional credentials of On-Board's proposed team for the Authority's **As-Needed Architectural / Engineering Services (2022-2023)** Program

We request that you pay particular attention to the relevant technical experience and capabilities of the team. Also, please note the "length of service" aspect of the team members. On-Board prides itself on its staff becoming and remaining part of "The On-Board Family" for many years.

Also, a proposed Program Team Organization Chart appears in:
Attachment H – Other Information .

Summary of the On-Board Team Members Credentials

Richard M. Jervis, Jr. P.E. / Vice President of Engineering

"Rick" has an impressive educational background in both Engineering and Business Management. He has a Bachelor's Degree in Civil Engineering from the University of Cincinnati. His concentration was in Structural Design and Construction Management. In addition, Rick earned a Master's Degree in Business Administration (MBA) from the University of Delaware.

Rick has 30+ years of Engineering/Design & Project Management experience particularly in facilities related projects. He has spent the past 25 + years as a manager and executive at On-Board. He is a Registered **Professional Engineer (P.E.) in 40 States, including New Jersey.**

As Vice President of Engineering, Rick has ultimate responsibility for all On-Board operational personnel in the Home Offices as well as the staff assigned to the many On-Board sites in North America. He is also responsible for On-Board's Client Relationship Management. In short, the "buck stops" with Rick Jervis. His availability to any On-Board Client is constant and without question.

Renee R. Deaver, P.E. / Manager of Engineering

Renee is an Ivy League educated professional who has spent the past 23+ years at On-Board in a variety of roles. She is a **Registered P.E. in New Jersey**, DE, PA and NC. Her current responsibilities include (among many) the Home Office project execution responsibility. That can be cumbersome, as there can be scores of projects in various stages of completion ongoing and simultaneously active.

Renee's attention to detail is unsurpassed in On-Board's 46-year history. Her interaction & association with many of On-Board's clients in and around New Jersey area adds relevant value to this program. Renee's impressive educational background includes:

- Bachelor's Degree in Chemical Engineering from Cornell University
- MBA in Finance from the University of Delaware

Salahudin M. Bin Yusif, P.E. / Civil-Structural-Architectural Engineering Manager

Salahudin has over 20 years of experience in structural design and project engineering for industrial, commercial, residential and institutional industries. Salahudin holds both a Bachelor's Degree and a Master's Degree in Civil Engineering.

His extensive experience in managing projects, preparation of contract documents including specifications, design drawings and calculations provides On-Board (and potentially The Authority) with an unusually qualified PM/PE and CSA Expert.

Salahudin hold memberships in the *Structural Engineering Institute*, the *American Society of Civil Engineers* and *Omega Psi Phi Fraternity, Inc.* Salahudin is a Registered P.E. in Maryland & Delaware.

John D. Lyon AIA / Staff Registered Architect

John comes to On-Board as former client with Amtrak. Over his lengthy career, John's Architectural expertise includes providing professional support to a variety of Building Projects in a multitude of facilities and a variety of client sites. Along with his experience in Construction Administration, his strengths include:

- Sustainable Design Principles
- Space Planning & Programming
- Schematics/Design Development
- Team Building & Leadership
- Budget Management
- Building Assessment
- Code/ Regulatory Compliance
- Cross-Team Collaboration
- Oral & Written Communications
- Sustainable Architecture Support

As a member of this team, John provides the APHA with a local New Jersey professional and a **Registered New Jersey Architect**. He also has some additional impressive certifications including:

- Sustainable Design from Pratt Institute
- Technical Proficiency in Revit, Sketch Up, & AutoCAD platforms

John maintains Professional Affiliations with:

- American Institute of Architects (AIA)
- American Railway Engineering as the Vice Chairman Officer of Committee
- U.S. Delegation to Watford Group of International Railway Engineers

Robert Faulkner / Utility & Process-Mechanical Engineering Manager

Bob Faulkner came to On-Board (12 years ago) following a 15-year career as a process engineer and project manager at the Honeywell Chemical Manufacturing Facility in Claymont, DE.

Honeywell's loss has become On-Board's gain, as he has provided valuable technical expertise and experience to the scores of complex process-based projects routinely executed by On-Board.

Particularly relevant to potential County requirements is Bob's success in developing efficient and effective utility systems where either antiquated or obsolete systems no longer provide the economic benefit required.

Also relevant here is Bob's experience providing management of diverse, multi-functional teams of maintenance mechanics, construction contractors and draftsmen during installation and start-up of capital work.

His duties at On-Board have established him as the most effective team member in maintaining working relationships with county officials and regulatory agencies

He is also known internally for his unique ability to provide technical support for environmental and "Customer Linked Commercialization" projects. Bob has a Bachelor's Degree in Chemical Engineering from the University of Delaware.

Richard H. Hendricks, P.E. / Senior Civil / Structural / Architectural Consultant
"Dick" Hendricks has over 40 years' experience as CSA Engineer, Project Engineer, Project Manager, Engineering Manager and CSA Consultant. He has been a valuable asset to On-Board for over twenty (20) years following a very successful career with DuPont.

He has been a speaker at numerous professional society national conventions and university forums on the subject of Integrated Computer Structural Analysis and Design Systems. He has also served on Industry Advisory committees for the Lehigh University ATLSS Center and the Penn State Architectural Engineering Department.

Another valuable aspect of Dick's contribution to On-Board is his expertise in the field of Construction Engineering. He is a former Vice President and Secretary of the Delaware Society of Professional Engineers and has served as Chairperson of the Delaware Governor's Coastal Zone Advisory Commission.

Joseph J. Grella, P.E.- Senior Project/Program & Engineering Manager
Joe came to On-Board following a very successful career at Amtrak, primarily as the Director of Facilities Design Engineering based in Philadelphia. His experience managing mechanical projects spans decades.

Since his departure from the railroad, he has provided his expertise to On-Board as a resident consultant at client sites as well as an integral member of the On-Board project execution staff.
In the past, Joe has been responsible for planning, design engineering, equipment specification & preparation of working drawings and coordination of project activities with other disciplines, clients and outside agencies for commercial, industrial and institutional buildings. Projects included special HVAC systems for computer/electronic areas and research laboratories and analysis and computer simulation of energy use in existing and proposed buildings.

Joe received a Bachelor's Degree in Mechanical Engineering from Lafayette College as well as a Master's Degree in Mechanical Engineering from Penn State. **He is a P.E. in New Jersey**, PA, NY & MN

Laheri C. Mehta, P.E. / Senior Mechanical-HVAC Engineer
"Larry" Mehta has been the "go to" HVAC & Utility professional at On-Board for 20 years. On-Board has relied upon his professionalism and his expertise for so long now that many of us are not sure how we could have succeeded without him.

He holds both a Bachelor's Degree and a Master's Degree in Mechanical Engineering. He is a Registered P.E. in the State of New York.

During his career, he has authored, published and presented numerous papers on a variety of energy related topics to some very prestigious conferences and symposiums.

Larry's professional background is particularly relevant to the project requirements at the APHA, as his resume includes a long list of projects in similar institutional facilities, **including at the APHA**. His particular talent of analyzing and recommending energy saving modifications to existing facilities is where many of On-Board's clients have benefitted.

Robert J. Henry, P.E. / Mechanical – HVAC Engineering Manager

Bob Henry has over thirty years' experience in facility engineering for rehabilitating existing facilities and new construction projects. His experience with HVAC, plumbing, fire protection, mechanical systems controls and building automation systems positions Bob to be a regular and valued member of the On-Board team executing facilities projects for Authority.

He has extensive experience working with a variety of Codes and Standards including the National Fire Protection Association (NFPA), ASHRAE codes and standards, the Sheet Metal and Air Conditioning Contractors' National Association (SMACNA) construction standards and a variety of city building construction codes. Bob holds a Pennsylvania Professional Engineers License. He is a member in good standing at ASHRAE.

John J. Cioban / Construction Manager / Facilities Engineer

John is a former On-Board Client Executive at the Bank of New York (BONY) in Manhattan. He currently serves On-Board as a reliable and talented Construction Manager and Facilities Engineer with an impressive resume. Unique to John's resume is his directing an exhaustive 11-month, Ground Zero, disaster recovery effort at the Bank of New York's Downtown facilities due to extensive exterior damage, environmental contamination and subsequent damage to all BONY buildings & operating systems, as a direct result of the 9/11 World Trade Center 2001 terrorist attacks..

John holds a Bachelor's Degree from Kean University/Union, NJ in Industrial Technology with a specialty in Mechanical Contracting. During John's tenure at On-Board he has provided a variety of support services for several facilities related upgrades and modifications.

Connie DesRochers, P.E., PP / Senior PM, Engineer and Energy Specialist

Connie brings a wealth of knowledge in Engineering, Project Management, Construction & Construction Management, Energy Audits, Utilities, Cost Control & Reduction as well as Permitting.

The longest stretch of his earlier career was as the Associate Director of Engineering at Novartis Pharmaceuticals, where he was responsible for major engineering activities including scope development, budgeting and implementing projects for process, utility and energy conservation.