HOUSING AUTHORITY OF THE TOWN OF GUTTENBERG
6900 BROADWAY
GUTTENBERG, NEW JERSEY 07093
201-861-0900

Request for Proposals
Architectural/Engineering Services -
CAPITAL NEEDS ASSESSMENT
(CNA) and PART 50 ENVIRONMENTAL REVIEW

Proposals due by: 9/24/26 by 10:00 AM

REQUEST FOR PROPOSALS

The Housing Authority of the Town of Guttenberg (Authority) will accept proposals for Architectural/Engineering (A/E) services for the preparation of a Capital Needs Assessment (CNA), and all required environmental reports (Part 50 Environmental Review) for the Authority's four (4) project sites, a total of 249 units, being converted under the United States Department of Housing and Urban Development's (HUD) 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 twenty (20) years setting forth the work items and costs of replacements. The selected A/E will prepare a CNA that meets all applicable HUD RAD requirements, including the RAD CNA eTool, and will support the Authority's planning, rehabilitation and long-term capital strategy. The Part 50 Environmental Review must conform with all applicable HUD requirements.

All services must comply with state and local laws and be in accordance with the existing rules, orders, directives, regulations, and handbooks promulgated by HUD.

Scope of Services:

The A/E shall perform all services necessary to produce a HUD-compliant RAD CNA and Part 50 Environmental Review, including but not limited to the following:

1) Conduct comprehensive site inspections of all buildings, dwelling units, common areas, mechanical systems, site improvements, and accessibility features and prepare a CNA e-tool Report per HUD's requirements. The CNA must be prepared in accordance with the format that will be acceptable by HUD for participation in RAD;
2) Identify immediate repair needs, short-term capital needs (0-5 years), and long-term capital needs (6-20 years);
3) Evaluate building systems for remaining useful like, replacement cost, and compliance with applicable codes.
4) The A/E shall prepare all documentation necessary to support the HUD Part 50 Environmental Review for the Authority's RAD conversion, including entry and completion of the HEROS (HUD Environmental Review Online System). Specific services in this regard shall include:
    a. Conduct on-site environmental observation required for Part 50, including land use compatibility, noise, floodplain status, wetlands, contamination indicators, proximity to hazards and other environmental factors;
    b. Complete all HEROS sections required for RAD, including but not necessarily limited to:
        i. Project description and scope;
        ii. Environmental assessment factors;
        iii. Compliance checklists;
        iv. Maps, photographs and supporting documentation;

v. Upload of all technical reports, studies and correspondence;
vi. Any and all historic preservation (Section 106) coordination;
vii. Conduct ASTM-aligned site reconnaissance and prepare documentation;
viii. Perform HUD-required noise analysis;
ix. Prepare floodplain determination;
x. Work with the Town of Guttenberg, acting as Responsible Entity (RE), to ensure all HEROS components meet HUD standards
xi. Deliver a complete HEROS record for RE approval and signature, and HUD acceptance.

5) All parts of the CNA must be completed (physical condition, accessibility, utility consumption, immediate & future repairs, e-tool walkthrough, etc.)
6) The report must be completed and submitted to the Authority within 60 days of execution of the contract for CNA services;
7) The selected contractor will be required to meet with the Authority staff as needed. All revisions to the CNA per staff input will be included in the base contract for CNA services.
8) The report must be presented in "draft" form for review and discussion with the Authority, prior to issuance of the final report and uploading to the HUD portal;
9) The e-tool report(s) and HEROS (Part 50) reports must be uploaded by the A/E, after approval by the Authority, to HUD's REAC system;
10) Based on the age of the units, type of construction and other criteria deemed applicable, include unit costs for expected radon testing, asbestos testing and lead testing.

Qualifications:

1) Must be licensed in the State of New Jersey to provide A/E services. Documentation to be provided.
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 and Part 50 Review.
3) Must have demonstrated previous experience providing these services on a similar scale.
4) **Three (3) Housing Authority references are required to be provided documenting satisfactory compliance of HEROS (Part 50) and CNA E-tool uploads resulting in HUD approval.**

Proposal Submission:

All persons interested in submitting a proposal for the A/E services should submit a proposal based upon a flat fee as well as a schedule of additional costs for environmental studies, asbestos testing, radon testing and lead testing. The services shall be comprehensive and the price should include an itemization based upon: field investigation, document preparation, inspection, uploading, meetings, and reimbursable expenses. The following items should be included in the proposal:

1) Proposal Submission Sheet;
2) Listing of similar projects that the A/E firm has previously completed;
3) A minimum of three (3) Housing Authority references documenting satisfactory compliance of HEROS (Part 50) and CNA E-tool uploads resulting in HUD approval.
4) Evidence that the firm is licensed in the State of New Jersey to perform the requested services;
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-Collusion Affidavit;
12) Stockholder Disclosure Form; and
13) Affirmative Action Notice.

Proposals should be delivered to the Guttenberg Housing Authority, 6900 Broadway, Guttenberg, New Jersey 07093 by 10:00 A.M. on or before September 24, 2026. The 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.

Ruddys Andrade, Executive Director

Date:

Guttenberg Housing Authority
Guttenberg, New Jersey
A/E Services
Capital Needs Assessment and Environmental Reports

PROPOSAL SUBMISSION SHEET

1) Name/Address of Firm:

2) Telephone Number:

3) Contact Person:

4) Amount of Fee (attach itemization):
   a. Preparation of CNA and eTool -
   b. Preparation of HEROS Environmental Assessment (Part 50) -
   c. Asbestos testing -
   d. Radon testing -
   e. Lead testing -

5) Amount of any expected reimbursables:

6) Number of Calendar days required to complete report, after execution of Contract:_____Days.

7) Other:

COMPETITIVE PROPOSAL EVALUATION SYSTEM

Professional Services

Type of Services: Capital Needs Assessment and Environmental Report

Name/Address of Respondent: _____
_____

1) Demonstrated experience and competence in this type of work (30 Points).
2) Familiarity with the 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 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:

CERTIFICATION
NON-SUSPENSION & NON-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: _____

NON-COLLUSION AFFIDAVIT

State of New Jersey
County of _____ ss:

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

I am _____ of the firm of _____
(title or position) (name of firm submitting Proposal)

_____ the entity making this Proposal in response to the RFP entitled "Request for Proposals, Architectural/Engineering Services - CAPITAL NEEDS ASSESSMENT (CNA) and PART 50 ENVIRONMENTAL REVIEW", and that I executed the said Proposal with full authority to do so that said proposer 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 named project; and that all statements contained in said Proposal and in this Affidavit are true and correct, and made with full knowledge that the Housing Authority of the Town of Guttenberg relies upon the truth of the statements contained in said Proposal and in the statements contained in this Affidavit in awarding the contract for the said project.

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 of _____.
(name of firm)

Subscribed and sworn to

before me this day _____
Signature

_____, 2____ _____
(Type or print name of affiant under signature)

_____
Notary public of

My Commission expires _____

(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: _____

_____ _____

_____

Affiant

Subscribed and sworn before me
this _____ day of _____, 20____.

(Notary Public)

_____

Print Name & Title of Affiant

My Commission expires:

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: _____

“Legal Advertisement”

REQUEST FOR PROPOSALS

Capital Needs Assessment and Environmental Report

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Housing Authority of the Town of Guttenberg
6900 Broadway
Guttenberg, NJ 07093
(201) 861-0900