

The Housing Authority Gloucester County

REQUEST FOR PROPOSAL FOR PROFESSIONAL FINANCIAL CONSULTING SERVICES 18-12

REQUEST FOR PROPOSAL

FOR PROFESSIONAL FINANCIAL CONSULTING SERVICES for the

HOUSING AUTHORITY OF GLOUCESTER COUNTY (HAGC)

RFP 18-12

Sealed proposals for PROFESSIONAL CONSULTING Services will be received by the Housing Authority of Gloucester County, 100 Pop Moylan Blvd., Deptford, New Jersey, 08096, until AUGUST 9, 2018 AT 11:00 A.M.

Said proposals must conform to the specifications outlined in the Request for Proposal (RFP). The Authority reserves the right to reject any and all offers and to waive non-material deficiencies.

Negotiations may be conducted with bidders who submit proposals that have a reasonable offer.

HAGC is soliciting proposals through a fair and open process in accordance with N.J.S.A. 19:44A-20.4 et seq.

The Housing Authority of Gloucester County reserves the right to waive informalities in proposals and/or reject all proposals.

The Proposal selected shall comply with all applicable federal, state and local statutes, rules and regulations. Proposal chosen will be required to comply with P.L. 1975 c.127 (affirmative action requirements), N.J.S.A. 52:32-44 (Business Registration), N.J.S.A. 10:5-31 et seq. and N.J.A.C. 17:27 et seq. (Contract compliance and Equal Employment Opportunities)

The Authority reserves the right to reject any and all proposals received by reason of this request, or to negotiate separately in any manner necessary to serve the best interests of the Authority.

A complete set of specifications may be obtained by contacting:

**Kimberly Gober, Executive Director
Housing Authority of Gloucester County
100 Pop Moylan Blvd
Deptford, New Jersey 08096
(856) 845-4959 x 218**

Late offers will be rejected

PLEASE CLEARLY MARK ALL PACKETS: "REQUEST FOR PROPOSAL"

**BID PACKAGES MAY BE ACCESSED ON OUR WEBSITE WWW.HAGC.ORG
UNDER THE PURCHASING TAB**

The Housing Authority of Gloucester County is a fair housing provider. We do not make any preference, limitation or discrimination because of race, color, religion, sex, handicap, familial status, or national origin. The Housing Authority of the Borough of Glassboro is an equal opportunity employer and complies with all federal and state laws, regulations and executive orders regarding employment.



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Request for Proposal

Professional Consulting Services

_____ THROUGH _____

SUBMISSION DEADLINE:
**THURSDAY AUGUST 9, 2018
11:00 AM**

**ADDRESS ALL PROPOSALS CLEARLY MARKED
"REQUEST FOR PROPOSAL" ON THE FRONT OF THE ENVELOPE TO:**

**KIMBERLY GOBER
EXECUTIVE DIRECTOR
THE HOUSING AUTHORITY OF GLOUCESTER COUNTY
HOUSING AUTHORITY OF GLOUCESTER COUNTY
100 POP MOYLAN BLVD.
DEPTFORD, NEW JERSEY 08096**

**DISCLAIMER: IF YOU OBTAIN THIS RFP VIA OUR WEBSITE, KNOW YOU
WILL BE RESPONSIBLE FOR ANY CHANGES THAT OCCUR IN THE WORDING OR
STIPULATIONS. PLEASE FORWARD YOUR CONTACT INFORMATION TO THE
OFFICE AT sbarnes@hagc.org IN THE EVENT WE NEED TO NOTIFY YOU.**

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SECTION 1

The Housing Authority of Gloucester County (“HAGC” or the “Authority”) is requesting proposals for the Provisions of Financial Consulting Services.

The Housing Authority of Gloucester County’s (HAGC) mission is:

The Mission of the Housing Authority of Gloucester County is to provide affordable housing opportunities to those not served adequately by private/unsubsidized organizations in Gloucester County

Proposal documents may be obtained by emailing sbarnes@hagc.org or visiting the administration offices at 100 Pop Moylan Blvd, Deptford, NJ 08096, or by calling 856-845-4959 x221 Monday through Friday between 9:00 a.m. and 3:00 p.m., beginning on JULY 23, 2018.

They may be obtained on our website as well at www.hagc.org.

This contract shall be awarded through a fair and open process, pursuant to N.J.S.A. 19:44A-20.4. All bidders are required to comply with the requirements of N.J.S.A. 10:5-31 and N.J.A.C. 17:27, and submit with their bid proposal an Employee Information Report or Affirmative Action Certificate. The Authority reserves the right to reject all proposals or waive any informality in the proposal(s). All proposals must be submitted on the accompanying proposal sheet and shall be based upon and in conformity with the specifications attached.

Due: AUGUST 9, 2018 AT 11:00 AM **Instructions for Mailing/Delivery of Proposal**

An acceptable proposal shall consist of two (2) separate envelopes. The first envelope shall contain proposal documents as indicated on the checklist. The second envelope shall contain the fee proposal form. Both envelopes shall be enclosed in another envelope, which shall be sealed and clearly labeled:

“Financial Consulting Services – Not to Be Opened until AUGUST 9, 2018 AT 11:00 AM.” and addressed as follows:

The Housing Authority of Gloucester County
100 Pop Moylan Blvd.
Deptford, NJ 08096
Attn: Kimberly Gober

The proposer shall include (1) one copy of the RFP documents for consideration. The proposer shall be responsible for the placement of his/her firm’s name on the outside of the proposal envelope.

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SECTION 2

I. Proposal Contents:

- A. All proposals shall be submitted on the attached form and must be signed and sealed by an officer of the proposing company. HAGC may refuse to consider a proposal if it is not on the form furnished, if there is any alteration to the form, if the proposal fails to comply in any way with the proposal requirements, or if the proposer fails to submit a complete package.
- B. A complete proposal package shall consist of the documents listed on the proposal checklist.
- C. Proposals are to adhere exactly to the specifications herein described. However, once proposers comply with the requirement, they are free to submit whatever alternative or additional proposal they deem suitable; and HAGC is free to accept or reject such alternative proposal.
- D. Proposals must be submitted either typewritten, in ink, indelible pencil or ball-point pen. Erasures and/or corrections must be initialed by a responsible official.

II. Opening of Proposals

- A. Proposals received prior to the proposal opening date will be kept unopened until the specified proposal opening date. No responsibility will be attached to any officer or employee of the HAGC for the premature opening of a proposal not properly addressed and/or identified.
- B. The envelope in which the proposals are mailed must be securely sealed and marked with the Financial Consulting Services name to be provided and addressed to the Housing Authority of Gloucester County; 100 Pop Moylan Blvd., Deptford NJ 08096 Proposals will be received until the date and time set forth in the Invitation for Proposals.

III. Interpretations

- A. No verbal interpretation or representation will be made to any proposal as to these instructions and specifications. Failure to do so will be at his/her risk. No warranty is made or implied as to the information contained in the Proposal Specifications.
- B. Any request for an interpretation of specifications shall be directed in writing to the person named in the Invitation for Proposals.
- C. No inquiry received within five (5) days of the date fixed for opening of proposals will be given consideration.
- D. Any information given to a prospective proposer concerning this request for proposals will be furnished to all prospective proposers as an amendment to the request for submitting proposal, or if lack of such information would result in a competitive disadvantage to uninformed

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proposers. All such addenda shall become part of these proposal documents. Failure of the Authority to send, or any proposer to receive, any such interpretation shall not relieve any proposer from an obligation under his/her proposal as submitted. It shall be the proposer's responsibility to make inquiry as to addenda issued.

IV. Audits

- A. The successful proposer binds himself/herself to permit the HAGC and HUD to examine and/or audit at any time the records pertaining to the services provided.

V. Time for Review

- A. The proposer agrees that the Authority shall be permitted a maximum of sixty (60) days from the date of opening of proposals for issuing a "Notice of Acceptance" and beginning contract negotiations with a proposer. This term may be extended:
 - 1. By mutual agreement of the parties in writing; or
 - 2. Automatically, if approval has not been received from HUD and if such approval is required.

VI. Rejection

- A. The Authority reserves the right to reject any and all proposals and to waive any informality in proposals received whenever such rejection or waiver is in the interest of the Authority.
- B. HAGC reserves the right to limit its Notice to Proceed to certain tasks or portions thereof, subject to available funding.

VII. Withdrawal of Proposals

- A. Any withdrawal of proposal by telegram or by mail is authorized provided it is received prior to the time of the scheduled proposal opening. A proposal may also be withdrawn in person by the proposer or authorized representative, provided the representative's identity is made known and the representative signs a receipt for the proposal, but only if the withdrawal is made before the exact time set for opening of proposals.
- B. The only acceptable evidence to establish the date of receipt of a withdrawal sent either by registered or certified mail is the U.S. Postal Service postmark on the wrapper or on the original receipt from the U.S. Postal Service. If neither postmark shows a legible date, the withdrawal shall be considered to have been mailed late.
- C. Negligence on the part of the proposer in preparing his/her proposal confers no right of withdrawal or modification of his/her proposal after such proposal has been opened.

VIII. Mathematical Error

- A. In case of mathematical error in extension of prices in the proposal, the unit price shall govern.

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IX. Trade Secrets

- A. Trade secrets or proprietary information submitted by proposers shall not be subject to disclosure under the State Freedom of Information Act provided, however, a proposer must invoke the protection of the section prior to or upon submission of the data or other materials, must identify and mark EACH piece of data or material to be protected, and state the reason why protection is necessary. Should HAGC be challenged for withholding any such information at the request of a proposer, then the proposer shall identify and hold the HAGC harmless for defending any such claim.

X. Ineligible Contractors

- A. The HAGC is prohibited from making any awards to consultants or accepting as any individuals or firms, which are on lists of consultants ineligible to receive awards from the United States, as furnished from time to time by HUD, or who have been suspended or disbarred by the HAGC. The current list of ineligible consultant is available for inspection by prospective proposers at the offices of the HAGC. In determining whether or not a proposer is a "responsible" proposer, the HAGC may consider, among other factors, whether or not a consultant has been suspended, disqualified, or disbarred from doing business with another governmental entity; whether another governmental entity has declared the consultant in default on a similar agreement on behalf of a consultant; whether a proposer has been subject to any claim under a fidelity bond; or whether the proposer has been subject to any claims under any type of professional liability insurance.

XI. Selection Process

- A. In selecting a consultant, the HAGC will consider the proposal price, the ability of the firm to perform the Scope of Services (information in the proposal package), comments from references, and other information deemed relevant. The ability to perform will be measured by the ability of the contractor as demonstrated by financial stability and performance of similar contracts.
- B. A Review Committee will be established to review and evaluate all proposals and to rate all proposers. The Review Committee will conduct a preliminary evaluation of all proposals and may contact references listed in the proposal. The Review Committee may recommend rejection of all proposals or may continue its review. Thereafter, the Review Committee may meet with proposers to obtain additional information or clarification.
- C. HAGC's Review Committee will make a recommendation to the HAGC's Board of Commissioners concerning award of a contract.
- D. The HAGC's funding source must approve before the Executive Director has the power to sign a contract.
- E. Proposer acknowledges and agrees that no contract shall exist until signed by both parties. Additionally, until a recommendation of award has been officially made, any proposer will be deemed to have waived any and all rights to obtain a contract with the HAGC or seek damages against the HAGC.

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SECTION 3

The HAGC is seeking Consulting Services to assist with the following functions:

• **Assist with the application process for affordable housing applications. Such applications may include, but not limited to:**

- Rental Assistance Demonstration (RAD) Program
- Federal Home Loan Bank (FHLB)
- Low Income Tax Credit Applications
- Choice Housing Applications
- Balanced Housing Applications
- Moving to Work Applications
- New Market
- Mortgage Tax Credits Applications
- Other funding sources for Affordable Housing

• **Experience with the following agencies, local governments and/or groups:**

- Department of Housing and Urban Development
- NJ Housing and Mortgage Finance Agency
- NJ Department of Community Affairs
- Working with City, Town, Borough and/or County governments
- Non-Profits
- Resident Groups
- Project Based Vouchers

• **Knowledgeable in the following areas:**

- Public Housing
- Housing Choice Voucher Program
- Demolition/Disposition Application Process
- Relocation Plans
- Homeownership Program – both for Section 8 and Public Housing
- Section 3 Requirements
- Working with Developers
- Davis Bacon Requirements

• **Assist with the following:**

- Administrative Requirements of Project Based Vouchers
- Preparing and/or assist in preparing developer agreements
- Prepare and/or assist in preparing policies and or procedures
- Project Budgeting
- Project Implementation
- Supportive Services associated with development projects

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Each respondent's response to this RFP must address at least the following:

- 1) Clearly explain experience in the above mentioned areas;
- 2) Provide examples of expertise in the above mentioned areas;
- 3) Provide names of previous projects;
- 4) Described capabilities in providing expertise in the above mentioned areas;

Consultants may not add overhead & profit to the fees charged.

Business expenses such as mileage, postage, phone charges, etc. will not be reimbursable.

Consultant shall include the hourly pricing CODE as shown on the hourly pricing table when invoicing.

Invoices submitted without the unit pricing code will not be processed for payment.

The work that is contemplated to be performed under this solicitation is subject to the requirements of Section 3 of the Housing and Urban Development Act of 1968, as amended, 12 U.S.C. 1701u (Section 3). The purpose of this Section 3 is to ensure that employment and other economic opportunities generated by HUD assisted projects covered by Section 3, shall, to the greatest extent feasible, be directed to low and very low income persons, particularly persons who are recipients of HUD assistance for housing.

The contract that will be awarded through this solicitation will require the contractor to comply with the Section 3 requirements.

Selection Process

An Evaluation Panel will rank order all submittals using the Ranking Criteria described above.

The Evaluation Panel may, at its option, seek supplemental submissions from one or more respondent(s), termed a Best and Final Offer ("BAFO"). The BAFO would serve to further clarify each invitee's proposals, and could lead to a refinement of the invitee's technical ranking by the Evaluation Panel. The authorities reserve the right to make multiple awards or no awards, at its option, under this solicitation.

Ranking Criteria

Capabilities of the Team or Firm: up to 50 points

This criterion evaluates the capability of each respondent to assist the authorities in the above areas.

This criterion will be scored based on the experience of each respondent, as measured by number and value of affordable housing transactions within the past five (5) years.

Knowledge and Skills of the Individuals to be Assigned: up to 25 points

This criterion evaluates the knowledge and skills of the individuals who will actually be providing the various kinds of development and financial analysis services. This criterion will be scored based on the resumes to be submitted for individuals to be assigned to provide the various kinds of consulting services.

Proposed Terms: up to 25 points

This criterion evaluates the fee for services provided based on an hourly rate.

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SECTION 4 GENERAL CONDITIONS

1. Organization

Contractor must be organized under the laws of the State of New Jersey or licensed to do business in the state. The HAGC may request a copy of documents evidencing such organization or license prior to the execution of a contract.

2. Cancellation by Contractor

Contractor must be given a ninety-day (90-day) written notice prior to cancellation of the contract.

3. Board Approval

Any contract is subject to cancellation and rejection by the members of the Housing Authority Board of Commissioners without liability. Therefore, at their next regularly scheduled, properly convened meeting following the date hereof, notwithstanding any contrary statements or representations of any member, officer, or employee of the Housing Authority of Gloucester County, the Board of Commissioners has the power or authority to waive or limit the effect of this paragraph nor the control of the members of the Housing Authority over the approval of any contract. In the event that the members of the HAGC Board of Commissioners cancel or reject this contract at their aforesaid meeting, this contract shall be null and void and of no effect as to the HAGC and there shall be no liability on the part of the HAGC hereunder.

4. Changes

A. No changes, additions, or deletions shall be made to the contract without prior written consent of the HAGC. All amendments must be signed by both parties.

B. Any changes in the Scope of Services agreed to by the parties shall not invalidate the contract, nor shall it release the contractor from any guaranty given by him pursuant to the contract, or release the contractor from any other obligations of the contract. All such work shall be executed under the conditions of the contract for an amount agreed to by the HAGC and the contractor.

5. Insurance

Contractor shall procure and require its agents, contractors, and subcontractors to procure and maintain, at their own cost and expense, during the entire period of performance/guarantee (including the maintenance/guarantee period or other applicable warranty period) the types of insurance specified below. All insurance shall be procured from reputable insurers authorized to do business in the State of New Jersey. In no event shall work be performed until the required evidence of insurance has been furnished. The insurance shall provide for at least thirty (30) days prior written notice to be given to the HAGC in the event coverage is materially changed, canceled, or

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not renewed. Prior to the inception of work, contractor shall provide to the Executive Director or his designee a Certificate of Insurance evidencing the following coverages:

A. Additional Insured Requirement

The Housing Authority of Gloucester County is to be named as additional insured on all policies required hereunder except for Workers Compensation and Employers Liability.

B. Workers Compensation and Employers Liability:

(1) **Workers Compensation** – Statutory Limits

(2) **Employers Liability**

- a. Bodily Injury by Accident -- \$100,000 each accident
- b. Bodily Injury by Disease -- \$500,000 policy limit
- c. Bodily Injury by Disease -- \$100,000 each employee

C. General Liability

(1) **Limit of Liability** -- \$1,000,000 per occurrence, combined single limit for bodily injury (including death) and property damage liability

(2) Coverage

Premises operation
Blanket contractual liability
Personal injury liability
Products and completed operations
Independent contractors

6. Equal Opportunity

A. The contractor will send to each labor union or representative of workers with which he has a collective bargaining agreement or other contract or understanding, a notice advising the labor union or workers' representative of the contractor's commitments under this Equal Opportunity clause, and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

B. In the event of the contractor's non-compliance with the Equal Opportunity clause of the contract, this contract may be canceled, terminated, or suspended in whole or in part; and the contractor may be declared ineligible for further government contracts.

C.

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7. Substitution of Personnel

A. The contractor shall not replace key personnel assigned to this contract and listed in the proposal submitted by the contractor without the prior written consent of the HAGC.

8. Records

A. The contractor shall keep adequate records of direct labor costs and other costs of performance of this contract and shall maintain such records for three (3) years after the HAGC makes final payments and all other pending matters are closed.

9. Audit

A. Records of the contractor shall be subject to audit by a Certified Public Accounting firm designated by the HAGC in the event of termination for convenience or if any payment is based on time or cost of materials.

B. Because funds for this contract are provided by the federal government, contractor agrees to allow the federal agency, which provided funds, the Comptroller General of the United States, the HAGC, or any of their duly authorized representatives to have access to any books, documents, papers, and records of the contractor, which are directly pertinent to this contract, for the purpose of making audit, examination, excerpts, and transcriptions.

10. Bankruptcy

A. The HAGC may terminate this contract by written notice or telegraphic notice:

(1) If the contractor shall become insolvent or make a general assignment for the benefit of creditors; or

(2) If a petition under any bankruptcy act or similar statute is filed by or against the contractor and is not vacated within ten (10) days after it is filed.

B. Termination under this clause shall be in accordance with the "Termination of Default" clause.

11. Calendar Dates

A. Time shall be measured in calendar days.

12. Clause Headings

A. The headings contained herein are for ease of reference and shall not limit the scope of intent of the clause.

13. Hold Harmless:

A. Contractor shall be considered an independent contractor in respect to the work covered by this Agreement and shall assume all risk and responsibility for casualties of every description in connection with the work, which can be attributed either directly or indirectly to the contractor. Contractor, for itself, its successors, assigns, heirs,

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executors and administrators, agrees to indemnify, defend and save harmless the HAGC , all its officers, and subordinates.

B. From all suits and actions of every nature brought against the HAGC or any of them for or on account of any damage or loss sustained by the HAGC and does agree to pay any and all such damages including costs of litigation and counsel fees whether defended by the HAGC or contractor, and

C. If the contractor is required to enter premises owned, leased, or occupied by or under the control of the HAGC during the performance of this contract, the contractor shall indemnify and hold harmless the HAGC, its officers, and employees, from any loss, cost, damage, expense, or liability by reason of property damage, or personal injury, including death, of whatsoever nature or kind arising out of or as a result of such performance, whether arising out of actions of the contractor or any of its employees, subcontractors, and lower-tier subcontractors. It is not the intention of this contract to confer third-party beneficiary right or action upon any person whatsoever and nothing herein before or herein after set forth shall be construed so as to confer upon any person other than the HAGC a right of action either under this contract or in any manner whatsoever.

14. Taxes, Industrial Laws, and Benefits

A. Contractor shall be acting as an independent contractor. Neither the contractor nor any of the persons furnishing materials or performing work or services, which are required by this contract, are employees of the HAGC within meaning of or the application of any federal or state unemployment insurance law, or other social security, or any workmen's compensation, industrial accident law, or other industrial or labor laws. At its own expense, the contractor shall comply with such law and assume all obligations imposed by any one or more of such laws with respect to this contract. Contractor shall be liable for all federal, state, local taxes, and any special assessments.

15. No Waiver of Conditions

A. Failure of the GHA to insist on strict performance shall not constitute a waiver of any of the provisions of this contract or waiver of any default of the contractor.

16. Severability

A. If any provision of this contract or any application thereof to any person or circumstance is held invalid, such invalidity shall not affect other provisions or applications of this contract, which can be given effect without the invalid provision or application and to this and the provisions of this contract are severable.

17. HUD

A. The term "HUD" means the United States of America (acting through the Department of Housing and Urban Development) which, subject to the provision of a contract for financial aid with the HAGC has agreed to purchase certain obligations of the HAGC to

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aid in financing the work to be performed under the contract. However, nothing contained in the contract shall be construed to create any contractual relationship between the contractor and HUD.

18. Subcontractors:

- A.** Any proposed subcontractor shall be disclosed in contractor's proposal. Contractor shall furnish such written information as the HAGC may require concerning the proposed subcontractor, together with the proposed subcontractor's Non-Collusive Affidavit and Affidavit of Non-Default in the form prescribed by the HAGC. Any objection shall be expressed in writing by the HAGC effective if/when the HAGC responds to contractor's proposal.
- B.** The HAGC may, without claim for extra cost by the contractor, disapprove any subcontractor for cause on the basis of its own determination or because the proposed subcontractor is listed as ineligible to receive awards of contracts from the United States on a current list or list furnished by HUD or if the subcontractor is on the ineligible list maintained by the HAGC.
- C.** The contractor shall cause provisions to be inserted in all subcontracts to bind subcontractors to the terms of the HUD Terms and Conditions, HAGC General Conditions, and other documents comprising the contract insofar as they are applicable to the work of the subcontractor.
- D.** Nothing contained in the contract shall create any contractual relation between any subcontractor and the HAGC.

19. Withholding for Liquidated Damages

- A.** The HAGC may withhold from any monies due to the contractor or subcontractor such sums as may administratively be determined to be necessary to satisfy any liabilities of such contractor or subcontractor for liquidated damages. The amount to be withheld as liquidated damages is \$300 per day.

20. Royalties and Patents

- A.** The contractor shall pay all royalties and license fees. Contractor shall defend all suits or claims for infringement of any patent, trademark, or copyright, and shall save the HAGC from loss on account thereof.

21. Permits and Licenses

- A.** If any permits, licenses, or other approvals are necessary for the performance of this contract, then the contractor shall obtain all such permits, licenses, or approvals at no extra charge to the HAGC.

22. Affirmative Action

- A.** This contract is subject to compliance with HUD Minority and Women's Business Enterprise Opportunity goals. A minimum goal of 20% of the total dollar amount of all prime contracts, and/or materials and supplies purchased, should be awarded to

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minority business concerns. A minimum goal of 10% of the total dollar amount should be awarded to Women's Business concerns. These goals are not mandatory set-asides.

23. Work Product

A. All files and work product, finished and unfinished documents, data, studies and reports prepared by the contractor under this contract shall become the property of the HAGC when created and shall be given to the HAGC when requested by the HAGC.

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SECTION 5 Instructions for Resident Eligibility Certification

This form is to track the Section 3 hires for each Contractor for this Project. Each Contractor, as they hire a Section 3 employee and trainees, should have that person fill out this form in its entirety and forward a copy to the Housing Authority office:

**Housing Authority of Gloucester County
100 Pop Moylan Blvd.
Deptford, NJ 08096**

The Contractor should keep a copy for their own records and should also forward a copy to the general contractor if applicable.

Section 3 Eligibility:

All residents of public housing developments and all section 8 program participants of the Housing Authority of Gloucester County qualify as Section 3 residents.

INCOME EFFECTIVE APRIL 1, 2018

NUMBER IN HOUSEHOLD	VERY LOW INCOME	LOW INCOME
1 INDIVIDUAL	\$30,600	\$48,950
2 INDIVIDUALS	\$35,000	\$55,950
3 INDIVIDUALS	\$39,350	\$62,950
4 INDIVIDUALS	\$43,700	\$69,900
5 INDIVIDUALS	\$47,200	\$75,500
6 INDIVIDUALS	\$50,700	\$81,100
7 INDIVIDUALS	\$51,200	\$86,700
8 INDIVIDUALS	\$57,700	\$92,300

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RESIDENT ELIGIBILITY CERTIFICATION

(Housing Authority of Gloucester County)

Employer: _____ Date Hired: _____

Address: _____

Phone Number(s): _____

Program/Project: _____

1. NAME _____

ADDRESS: _____

PHONE NUMBER(S): _____ CELL _____

CITY _____ STATE _____ ZIP CODE _____

2. Are you a Public Housing or Section 8 Resident? YES NO

3. RACE/ETHNICITY: (Please Circle Race/Ethnicity)

White Black Hispanic Asian/Pacific American Indian
(Non-Hispanic) (Non-Hispanic) (All races) Islanders Alaskan Native

4. HOUSEHOLD SIZE: What is the total number of individuals living in your household? _____

5. HOUSEHOLD SIZE AND INCOME: Find the column with the number of persons that live in your household. See #4 above. This includes spouse, children and others.

**BE SURE TO CIRCLE THE UNDER OR OVER INCOME AMOUNT IN THE CORRECT COLUMN FOR
HOUSEHOLD SIZE.**

(Example: A family of 4 earning less than \$69,900 per year would circle **under at column # 4**)

HOUSEHOLD SIZE (effective 3)

1	2	3	4	5	6	7	8
UNDER	UNDER	UNDER	UNDER	UNDER	UNDER	UNDER	UNDER
\$48,950	\$55,950	\$62,950	\$69,900	\$75,500	\$81,100	\$86,700	\$92,300
OVER	OVER	OVER	OVER	OVER	OVER	OVER	OVER

The above income chart is the Section 8 Income Limits for the Gloucester, NJ areas. For the income limits in your County, contact the HUD New Jersey State Office, Consumer/Public Affairs Officer for the current listing.

I certify that the statements made on this sheet are true, complete and correct to the best of my knowledge and belief; and made in good faith. The following documentation is attached as evidence of my eligibility: _____ last year's tax return for all Household Members, _____ Current Lease, _____ Picture ID, _____ Other Evidence _____.

Signature: _____ Date: _____

Reviewed by: _____ Date: _____