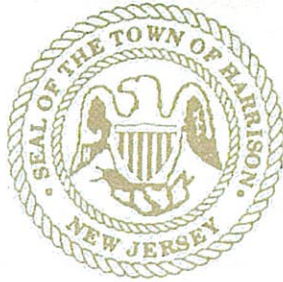


HARRISON HOUSING AUTHORITY



**FAIR AND OPEN PROCESS
N.J.S.A. 19:44A-20.4 ET SEQ.**

REQUEST FOR PROPOSALS

***PHYSICA/CAPITAL NEEDS
ASSESSMENT***

FEBRUARY 2010

REQUEST FOR PROPOSALS TO PERFORM PHYSICAL NEEDS ASSESSMENT

The Board of Commissioners of the Housing Authority of Harrison, New Jersey is inviting submittals from professionals to conduct a physical needs assessment.

Minimum Qualifications

The firm shall have two or more licensed professionals on staff whose major focus and work has been and remains providing professional services to and advising public entities. The firm shall have at least five (5) years experience in representing public entities. The firm shall designate one professional within the firm, who will be assigned to represent the interest of the Authority. This individual shall have been admitted and/or licensed in his/her profession and be in good standing. The firm and individuals assigned to work with the Authority shall be well versed in all aspects of the Authority's operations.

Indemnification

The selected firm(s) shall defend, indemnify and hold harmless the Authority, its officers, agents and employees from any and all claims, suits, actions, damages or costs, of any nature whatsoever, whether for personal injury, property damage or other liability, arising out of or in any way connected with the selected firm(s) acts or omissions in connection with this agreement.

Submission

Proposing firms shall provide evidence that all minimum qualifications are met.

The response to this Request for Proposals (RFP) shall also discuss and provide the following:

- Experience with projects similar to the matter being advertised.
- Proposals shall contain a copy of the organization's/firm's "Business Registration certificate" issued by the Division of Revenue (mandatory).
- At least three (3) references and record of success.
- Description of ability to provide the services in a timely fashion (including staffing, familiarity and location of key staff).
- Cost details, including the hourly rates of each of the individuals who will perform services.
- Resumes for the professionals to be assigned to work on Authority matters shall be identified.
- Professional licenses and qualifications for all above personnel.
- A list delineating the number and types of public clients served shall also be presented.
- Copy of proof of professional liability insurance.
- References from at least three (3) public sector employers shall be provided for this individual.

- All bidders must supply a copy of the organization's "Business Registration Certificate" issued by the Division of Revenue in order to be eligible for award consideration.

Evaluation of Proposals

The Authority intends to award a professional services contract for the defined scope of work under the Fair and Open Process in accordance with N.J.S.A. 19:44A-20.4 et. seq.

The proposals will be evaluated based upon information supplied by each Proposer in response to this RFP and the following criteria:

- Ability to meet all minimum qualifications. **(6 points)**
- Experience of the firm in providing similar services to other public bodies, with special emphasis on experience in New Jersey. **(10 points)**
- Qualifications and experience of the professional. **(5 points)**
- Qualifications and experience of the other members of the professional's firm. **(5 points)**
- Knowledge of local building practices and Harrison Housing Authority. **(10 points)**
- Capability to provide services in a timely manner. **(10 points)**
- The hourly rates proposed. The proposal shall identify whether clerical and other overhead costs will be billed separately or included in the hourly labor rate. **(2 points)**
- Total cost of scope of work. **(2 points)**

All prospective proposers are invited to attend a meeting regarding the Physical Needs Assessment on February 25, 2010 @ 10:00 AM at the Authority offices at Harrison & Schuyler Avenues, Harrison, NJ 07029. Attendees will be allowed to ask questions, tour the sites and receive additional information relative to the Assessment. This will be the only time an on site meeting will be held.

In fairness to all prospective proposers, no additional information will be provided to individual proposers. Exceptions will be faxed inquiries to the Executive Director, Mr. Michael Rodgers, at 973-483-4277. If the inquiry warrants a response, all prospective proposers will be provided with the information.

All Submittals must be received at the Authority's Administrative Office by 10:00 AM March 18, 2010. Please submit six (6) copies of the proposal to:

Michael Rodgers
Executive Director
Harrison Housing Authority
Harrison & Schuyler Avenues
Harrison, New Jersey 07029
(856) 227-5077

All submittals must include evidence of professional license to perform services in New Jersey and a certification that the firm's principals or staff have not been debarred or otherwise disqualified by the federal, state or local governmental agency.

The Authority reserves the right to reject any proposal if, in the opinion of the Authority, the proposer's experience statements are not adequate.

The right is also reserved to reject any or all proposals or to waive any informalities where such informality is not detrimental to the best interests of the Authority.

It is the Harrison Housing Authority's intent to negotiate the best price with the proposer deemed most competitive.

By order of:
HOUSING AUTHORITY OF THE TOWN OF HARRISON
Mr. Michael Rodgers, PHM
Executive Director

PHYSICAL NEEDS ASSESSMENT

HARRISON HOUSING AUTHORITY

The following is a partial list of areas to be addressed in a comprehensive physical needs assessment:

MECHANICAL AND ELECTRICAL:

HEATING PLANT(s)
AIR CONDITIONING
ELECTRICAL SYSTEMS

BUILDING EXTERIOR:

PAINTING
CAULKING
ROOF SYSTEM
DOORS
WINDOWS

DWELLING UNITS:

FLOORS
WALLS
BATHROOMS
KITCHEN CABINETS
STOVES
REFRIGERATORS
LIGHTING
AIR CONDITIONER(S)

INTERIOR COMMON AREAS:

HALL FLOORS

LIGHTING

FIRE ALARM SYSTEM

STAIRS

DOORS

WINDOWS

SITE-WIDE FACILITIES:

EXTERIOR LIGHTING

NON-DWELLING EQUIPMENT:

VEHICLES

LAWN EQUIPMENT

GROUNDS:

LANDSCAPING

PARKING LOT

DRAINAGE

UNDERGROUND SPRINKLERS

SIDEWALKS