

**HOUSING AUTHORITY OF THE CITY OF SUMMIT**

**“REQUEST FOR PROPOSALS”**

**FOR**

**PROFESSIONAL SERVICES**

**AS A**

**RISK MANAGEMENT CONSULTANT**

**PROPOSALS ARE DUE**

**NO LATER THAN**

**11:00 AM (prevailing time) ON THURSDAY, DECEMBER 2, 2021**

**Submit Proposal to:** Keith Kinard  
Executive Director  
Housing Authority of the City of Summit  
512 Springfield Avenue  
Summit, N.J. 07901

## **Background:**

**The Housing Authority of the City of Summit (the Authority) owns and manages 195 units of public housing at three separate development sites: Vito A. Gallo Senior Building, a 125-unit five story high rise; Glenwood Place, a 40-unit low rise family development, and, Weaver Street, a 30-unit low rise family development.**

**Operational funds are provided through an Annual Contributions Contract (ACC) between the Authority and the U.S. Department of Housing and Urban Development.**

**The Authority successfully converted all its public housing units to Project Based Housing Vouchers under the Rental Assistance Demonstration Program (R.A.D.) effective January 1, 2018. A cooperation agreement has been executed with the Madison (NJ) Housing Authority to administer the Housing Choice Voucher subsidy payments.**

**The Authority employs 6 full time and 2 part-time employees.**

## **Scope of Service:**

**The scope of services for the Risk Management Consultant shall include, but not be limited to, the following:**

- 1) Assist the Authority in evaluating its exposures, and recommended professional methods to reduce, assume or transfer risk or loss.**
- 2) Explain to the Authority the various coverage's available from the Joint Insurance Fund and assist the Authority in the selection of proper coverage.**
- 3) Provide the Authority with general assistance in the preparation of applications, statement of values, etc. as required by the Joint Insurance Fund.**
- 4) Review the Authority's assessment and assist in the preparation of the Authority's insurance budget.**
- 5) Assist in reviewing loss and engineering reports and provide general assistance to the safety committee in its loss containment objectives. Attend, when requested, safety committee meetings to promote safety objectives and goals.**

- 6) **Review certificates of insurance from contractors, vendors and professionals when requested by the Authority.**
- 7) **Assist where needed in the settlement of claims, with the understanding that the Scope of Risk Management Services does not include services normally provided by a public adjuster.**
- 8) **Provide any other risk management related services required by the Joint Insurance Funds Bylaws.**

### **Qualifications and Experience Requirements:**

**Indicate the professional experience of your firm and its personnel. Include the experience or abilities of your firm, its principals, staff and facilities which will be of special importance and used on this engagement.**

**A schedule of hourly billing rates for all categories of staff who will be assigned to perform contract services, as well as, other charges, if any, to be billed under the contract. A "Not To Exceed" TOTAL PROPOSED CONTRACT FEE must be included.**

**Proposal must specifically address the following:**

- 1) **A broad and practical knowledge of applicable rules, regulations and requirements, and federal and state laws and related procedures pertaining to the Scope of Services.**
- 2) **A Business Registration certificate issued by the State of New Jersey.**
- 3) **Strong analytical, interpretive, oral and written communication skills, particularly relating to risk management services.**
- 4) **Skills, capabilities and work experience of a level that will assure the completion of requested work in a timely and satisfactory manner.**
- 5) **A Listing of current contracts with other housing authorities, related agencies or municipalities where the individual or firm serves as a risk management consultant.**
- 6) **A certified statement the neither any individuals of the firm nor the firm itself are debarred, suspended or otherwise prohibited from professional practice by any Federal, State or Local agency.**

- 7) **Provide evidence of professional liability insurance.**
- 8) **A Non-Collusion Affidavit.**
- 9) **Price Proposal**

**Contract Terms & Conditions:**

**Contract term will be from January 1, 2022 through December 31, 2022.**

**Selection Criteria:**

**The Authority will evaluate proposals based on the following criteria:**

**A: Qualifications/Experience: 0 to 75 points**

**Demonstrated experience and availability of the offer’s team, including specific professionals and employees. Inclusive, but not limited to, this listing shall be information regarding the experience and educational background of the professional and administrative personnel who will be made available to perform these services.**

**B: Ability to meet 20% Minority Business Enterprise: 0 to 5 points**

**State the extent to which the firm will be able to meet the Minority Business Enterprise goal of 20% of the value of this professional service contract. Provide certification of a Minority Business Enterprise firm.**

**C: Cost of Service: 0 to 20 points**

**The offer’s proposed annual fee.**

**TOTAL**

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**100 points**

**The contract award will be made through a “far and open” procurement process pursuant to N.J.S.A. 19:44A-20.4 et. Seq.**

**Proposal Submissions:**

**Responses to the Request for Proposals are to be submitted no later than 11:00 am (prevailing time) on THURSDAY, DECEMBER 2, 2021 addressed to:**

**Keith Kinard – Executive Director  
Housing Authority of the City of Summit  
512 Springfield Avenue  
Summit, N.J. 07901**

**The proposal shall be submitted in a sealed envelope marked:**

**“2022 Risk Management Consultant”**

**Please submit three (3) copies of your proposal.**

**No proposal shall be withdrawn for a period of sixty (60) days without the written consent of the Authority. The Authority reserves the right to reject any or all proposals and to waive any informalities in the proposal process.**

**No late proposals will be accepted.**

**11/10/21**

**BID SHEET**

**RISK MANAGEMENT SERVICES**

**Fee Proposal:**

- 1) **TOTAL PROPOSED CONTRACT FEE**  
**(Not To Exceed)**

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