HOUSING AUTHORITY OF THE CITY OF SUMMIT

# "REQUEST FOR PROPOSALS"

# FOR

# PROFESSIONAL SERVICES

# AS A

# RISK MANAGEMENT CONSULTANT

## #27-005

PROPOSALS ARE DUE

NO LATER THAN

12:00 PM (prevailing time) ON TUESDAY, DECEMBER 8, 2026

Submit Proposals to: Jacqueline Gray
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.**

**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 4 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, 2027 through December 31, 2027.**

## Selection Criteria:

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

**A: Experience providing risk management services to New Jersey public housing authorities. (0-30 points)**

**B: Experience providing insurance risk management services generally (0-20 points)**

**C: Familiarity with the New Jersey Public Housing Authority Joint Insurance Fund (0-20 points)**

**D: Capability to provide the full scope of requested services. (0-10 points)**

**E: Reasonableness of proposed fee(s). (0-20 points)**

**TOTAL POINT SCORE: (0-100 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:

**Only sealed proposals in an envelope marked "2027 Risk Management Consultant" will be accepted no later than 12:00 pm (prevailing time) on Tuesday, December 8, 2026 at the Summit Housing Authority, 512 Springfield Avenue, Summit NJ 07901, Attention: Jacqueline Gray, Executive Director.**

**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.**

# BID SHEET

## RISK MANAGEMENT SERVICES

## Fee Proposal:

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