TOWNSHIP OF CINNAMINSON

REQUEST FOR QUALIFICATIONS / PROPOSALS

Affordable Housing Administrative Agent

PROPOSAL DUE: Thursday, December 3, 2026 by 11:00 a.m.

I. PURPOSE AND INTENT

Through this Request for Proposal & Qualifications (RFP), the Township of Cinnaminson (hereinafter the "Township") seeks to engage a vendor as Affordable Housing Administrative Agent for the year 2027. This contract will be awarded through a fair and open process pursuant to N.J.S.A. 19:44A-20.4 et seq. and Chapter 41, Article II of the Code of the Township of Cinnaminson.

II. PROPOSAL SUBMISSION

The Township requires the proposal be submitted in the following format:
One (1) original, hard copy, plus One (1) copy of the full proposal in PDF File Format on CD or USB, shall be submitted in sealed envelopes and must be marked with the "Affordable Housing Administrative Agent" and addressed to:

Lisa A. Passione, Township Clerk
Township of Cinnaminson
Township Municipal Building
1621 Riverton Road
Cinnaminson, NJ 08077

Faxed proposals will NOT be accepted.

Any inquiry concerning this RFP should be directed in writing to:

Julia Edmondson
Interim Township Administrator
Township of Cinnaminson
1621 Riverton Road
Cinnaminson, New Jersey 08077

All documents/information submitted in response to this solicitation shall be available to the general public as required by the New Jersey Open Public Records Act N.J.S.A. 47:1A-1 et seq. The Township will not be responsible for any costs associated with the oral or written and/or presentation of the proposals. The Township reserves the right to reject any and all proposals, with or without cause, and waive any irregularities or informalities in the proposals. The Township further reserves the right to make such investigations as it deems necessary as to the qualifications of any and all vendors submitting proposals. In the event that all proposals are rejected, the Township reserves the right to re-solicit proposals.

III. GENERAL INFORMATION ON THE TOWNSHIP OF CINNAMINSON

The Township of Cinnaminson operates under a Township Committee Form of Government. The Township is approximately 8 square miles, has a population of 15,000 +/-, an annual operating budget of $14 million, approximately 76 employees. The Township Committee meets the first and third Mondays of each month as well as special meetings on an as-needed basis.

IV. MINIMUM QUALIFICATIONS

The successful applicant shall have a minimum of ten (10) years' experience as an Affordable Housing Administrative Agent.

The proposal shall provide a *resume* for all principals who will be assigned to work for the Township or appear at meetings on behalf of the Township.

The applicant shall have the following capabilities and provide the following services:

- The Affordable Housing Administrative Agent shall be a New Jersey licensed firm with at least ten (10) years of experience in all aspects of municipal affordable housing administrative agent services.
- The individual primarily assigned to the contract shall have at least five (5) years' experience as a municipal Affordable Housing Administrative Agent.
- The Affordable Housing Administrative Agent shall assist the Township with meeting the provisions of their Fair Share Housing Center Settlement Agreement and Fair Share Plan including, but not limited to, marketing, technical assistance and reporting related to the market to affordable program, rental rehabilitation program and affordability assistance program.

Proposal

Please attach a full and complete proposal demonstrating the way and manner in which the respondent meets the requirements of this RFQ/RFP. At a minimum the Proposal shall (a) outline the services to be provided, (b) attach a *resume* for the primary contact and all principal persons who will provide services to the township, (c) provide a summary of the experience of the entity in providing planning services with emphasis on experience with municipalities and other local government entities, (d) set forth the manner of calculating, amount and method of payment of the fees[1], and (e) provide a table of organization for the entity.

Additional Requirements

In addition to the foregoing all respondents shall fully comply with the requirements of the New Jersey Local Public Contracts Law (N.J.S.A. 40A:11-1 *et seq.*). The proposal shall include (a) a statement of ownership [stockholder disclosure certificate], (b) a list of any sub-contractors or contracted employees who will be providing services, (c) a statement of compliance with the Americans with Disabilities Act, (d) a mandatory equal employment opportunity notice and statement, (e) a Certificate of Liability Insurance in an amount not less than $2,000,000.00 single limit[2]. (f) copies of applicable producer insurance licenses for all persons providing planning services, (g) a copy of the entity's N. J. Business Registration Certificate, (h) a copy of the entity's N.J. Certificate of Employee Information Report pursuant to N.J.A.C. 17:27-1.1 *et seq.*, (i) a Non-Collusion Affidavit, (j) Iran Statement and (k) Russia Belarus Statement.

The proposal shall be certified as containing true and accurate information and that the entity has the capability to provide all of the listed services.

[1] Travel associate expenses, if any, shall only be compensated from the office or another job site, whichever is shorter in time and distance.

[2] If awarded the contract, this certificate will be required to name Cinnaminson Township as an additional insured.