OLDMANS TOWNSHIP

Salem County, New Jersey

REQUEST FOR PROPOSALS

Fair Share Housing Administrative Agent

RFP ISSUE DATE

November 2, 2026

PROPOSALS DUE: December 1, 2026, at 12:00 PM (Noon), Eastern Time

CONTRACT TERM

January 1, 2027 – December 31, 2027

SUBMIT TO

Acting Township Clerk, Christine Pippet

Oldmans Township Municipal Building

40 Freed Road, Pedricktown, NJ 08067

CONTACT

856-299-0780

www.oldmanstownship.com

PURPOSE

The Township of Oldmans is soliciting proposals from qualified individuals or firms to serve as Fair Share Housing Administrative Agent for the period of January 1, 2027, through December 31, 2027.

This Request for Proposals is being issued pursuant to the requirements of N.J.S.A. 19:44A-20.7 and N.J.S.A. 40A:11-5(1)(a)(i).

The Administrative Agent shall provide services necessary to assist the Township in meeting its affordable housing obligations and compliance requirements under applicable New Jersey affordable housing laws and regulations.

NOTICE TO PROPOSERS

Sealed proposals will be accepted until:

December 1, 2026, at 12:00 PM

at:

Oldmans Township Municipal Building
40 Freed Road
Pedricktown, NJ 08067

Proposals received after the deadline will not be considered.

Proposals shall be submitted in a sealed envelope clearly marked:

"RFP – FAIR SHARE HOUSING ADMINISTRATIVE AGENT"

Submit:

- One (1) electronic copy on USB drive in PDF format.
- Six (6) hard copies.

SCOPE OF SERVICES

The Fair Share Housing Administrative Agent shall:

- Serve as the Township's Administrative Agent for affordable housing matters.
- Administer affordable housing units in accordance with the Uniform Housing Affordability Controls (UHAC) and applicable court orders.

- Coordinate affordable housing compliance activities with the Township, Township Solicitor, Fair Share Housing Solicitor, Planner, developers, and other professionals.
- Maintain records for all affordable housing units within the Township.
- Administer affirmative marketing programs as required by law.
- Conduct income qualification and eligibility reviews for applicants.
- Maintain applicant waiting lists and affordable housing records.
- Certify household income eligibility and occupancy requirements.
- Coordinate sales, resales, rentals, and re-rentals of affordable housing units.
- Monitor affordability controls and deed restrictions.
- Ensure compliance with affordability periods and regulatory requirements.
- Prepare annual monitoring reports and compliance reports.
- Assist the Township with affordable housing trust fund reporting and compliance requirements.
- Maintain records necessary to demonstrate ongoing compliance with affordable housing obligations.
- Assist with Housing Element and Fair Share Plan implementation.
- Attend Township meetings, Planning Board/Land Use Board meetings, court proceedings, or other meetings as requested.
- Coordinate with developers, property managers, homeowners, tenants, and regulatory agencies regarding affordable housing matters.
- Provide guidance regarding UHAC requirements and affordable housing regulations.
- Perform such additional services as may be required to maintain the Township's affordable housing compliance.

SUBMISSION REQUIREMENTS

Each proposal shall include:

1. Name, address, telephone number, and email address of the individual or firm.
2. Qualifications and experience in affordable housing administration.

3. Description of experience serving as an Administrative Agent for New Jersey municipalities.
4. Identification of personnel who will be assigned to the Township.
5. Qualifications and resumes of assigned personnel.
6. Three municipal references.
7. Description of the firm's approach to affordable housing administration and compliance.
8. Proposed fee schedule, including:
    - Annual administration fees;
    - Income certification fees;
    - Resale and re-rental administration fees;
    - Monitoring and reporting fees;
    - Rates for special projects.
9. Disclosure of any actual or potential conflicts of interest.
10. Proof of professional liability insurance, if applicable.

EVALUATION AND SELECTION

Proposals will be evaluated based upon:

- Qualifications and experience.
- Experience administering affordable housing programs in New Jersey.
- Knowledge of UHAC requirements and affordable housing compliance procedures.
- Qualifications of assigned personnel.
- Availability and responsiveness.
- References and past performance.
- Cost effectiveness.

The Township reserves the right to request additional information, conduct interviews, and select the proposal determined to be in the best interest of the Township. The lowest fee proposal will not necessarily be selected.

The appointment shall be made by resolution of the Township Committee.

REQUIRED DOCUMENTS

The successful proposer shall provide all documents required by law, including:

- New Jersey Business Registration Certificate.
- Ownership Disclosure Certification.
- Non-Collusion Affidavit.
- Certificate of Insurance.
- Affirmative Action documentation.
- Any certifications demonstrating experience with affordable housing administration.
- Any additional forms required by the Township or State of New Jersey.

CONTRACT TERM

The contract shall be for the period of:

January 1, 2027 through December 31, 2027

Any reappointment shall be subject to approval by the Township Committee and permitted by law.

COMPENSATION

The proposal shall clearly identify all fees and charges, including:

- Annual Administration Fee
- Income Qualification/Certification Fee
- Resale Administration Fee
- Re-rental Administration Fee
- Monitoring and Compliance Reporting Fee
- Affirmative Marketing Administration Fee

- Meeting Attendance Rate
- Reimbursable Expenses
- Any Other Fees

QUESTIONS

Questions regarding this RFP shall be directed to:

Christine Pippet, Acting Township Clerk
Township of Oldmans
40 Freed Road
Pedricktown, NJ 08067
Phone: (856) 299-0780

Any addenda issued for this RFP will be posted on the Township website.

RESERVATION OF RIGHTS

The Township reserves the right to:

- Reject any or all proposals.
- Waive minor informalities.
- Request additional information from proposers.
- Conduct interviews.
- Negotiate contract terms as permitted by law.
- Make an award in the best interest of the Township.

PROPOSAL CERTIFICATION

Firm Name: _____

Address: _____

Telephone: _____

Email: _____

Authorized Representative: _____

Signature: _____

Date: _____

FEE PROPOSAL

Annual Administration Fee: $_____

Income Qualification/Certification Fee: $_____

Resale Administration Fee: $_____

Re-rental Administration Fee: $_____

Monitoring and Compliance Reporting Fee: $_____

Affirmative Marketing Administration Fee: $_____

Meeting Attendance Rate: $_____

Other Fees: $_____

Reimbursable Expenses: _____

Additional Comments: _____

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