

RESOLUTION NO. 2022-205

A RESOLUTION AWARDED A CONTRACT TO TRIAD ASSOCIATES, VINELAND, NJ, FOR GRANT CONSULTING SERVICES – CDBG/HOME AND AFFORDABLE HOUSING PROGRAMS.

WHEREAS, the City of Vineland has heretofore advertised for proposals for Grant Consulting Services - CDBG/HOME Affordable Housing Programs; and

WHEREAS, the Request was published on the City's official website and in the City's official newspaper; and

WHEREAS, one proposal was received and referred to the Director of Economic Develop and the Community Development Program Monitor for evaluation and recommendation; and

WHEREAS, it has recommended that a contract for the required services be awarded to Triad Associates, Vineland, NJ, based upon the proposal received, pursuant to a fair and open process; and

WHEREAS this contract is awarded in an amount not to exceed \$175,000.00, for the period which shall run concurrently with the City's Program Year (July 1 to June 30) and be effective for a two (2) year period beginning July 1, 2022 ending June 30, 2024, with the option to renew for one (1) additional two (2) year term or two (2) additional one (1) year terms; and

WHEREAS, the availability of funds for said Contract to be awarded herein have been certified by the Chief Financial Officer; and

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Vineland that said contract for Grant Consulting Services - CDBG/HOME Affordable Housing Programs, be awarded to Triad Associates, Vineland, NJ, based upon the proposal received, pursuant to a fair and open process, in an amount not to exceed \$175,000.00, for the period which shall run concurrently with the City's Program Year (July 1 to June 30) and be effective for a two (2) year period beginning July 1, 2022 ending June 30, 2024, with the option to renew for one (1) additional two (2) year term or two (2) additional one (1) year terms.

Adopted:

\_\_\_\_\_  
President of Council

ATTEST:

\_\_\_\_\_  
City Clerk

**REQUEST FOR RESOLUTION FOR CONTRACT AWARDS  
 UNDER 40A:11-5 EXCEPTIONS  
 (PROFESSIONAL SERVICES, EUS, SOFTWARE MAINTENANCE, ETC)**

5/4/2022  
 (DATE)

Grant Consulting Services - CDBG/Home and  
 1. Service (detailed description): Affordable Housing Program

2. Amount to be Awarded: \$ not to exceed \$175,000

- Encumber Total Award
- Encumber by Supplemental Release

3. Amount Budgeted: \$ 175,000 (2 years)



4. Budgeted: By Ordinance No. \_\_\_\_\_  
 Or Grant: Title & Year \_\_\_\_\_

5. \*\*Account Number to be Charged: 61260801793020195 / 61260800954820534 / T23000000000000085701

6. Contract Period: 7/1/22 to 6/30/24 option for up to 6/30/26

7. Date To Be Awarded: TBD

8. Recommended Vendor and Address: Triad Associates  
1301 W. Forest Grove Rd, Vid, NJ

9. Justification for Vendor Recommendation:(attach additional information for Council review)  
Most qualified and affordable

- Non-Fair & Open (Pay-to-Play documents required)
- Fair & Open: How was RFP advertised? See attached documents

10. Evaluation Performed by: Sandy Forosisky / Aaron Melnick

11. Approved by: Alex Forosisky  
Janis M...

12. Attachments:
- Awarding Proposal
  - Other: Award Recommendation

- Send copies to:  
 Purchasing Division  
 Business Administration

\*\* If more than one account #, provide break down


**PURCHASING AGENT RECOMMENDATION AWARD**  
**COV RFP # 2022-11**

Proposals were received and opened Wednesday, May 4, 2022 at 1:00 PM for Grant Consulting Services CDBG/HOME and Affordable Housing Program from the following:

Triad Associates  
The Aubrey Group

Comments: Both submitted all the mandatory documents. Triad submitted pricing for both Services and The Aubrey Group only submitted pricing for CDBG/HOME.

**Recommendation:** The using department(s) need to review the proposals for compliance with the scope of work and then provide their determination of award for each program.

  
Miguel A. Mercado, QPA  
Purchasing Agent

**COST PROPOSAL – AFFORDABLE HOUSING ADMINISTRATIVE AGENT SERVICES**

**AFFORDABILITY ASSISTANCE PROGRAM IMPLEMENTATION SERVICES**

Service	Fee	Paid By
<u>Down Payment Assistance Program:</u> a. Review and process each Affordability Assistance application for Down Payment and/or Closing Cost Assistance in accordance with the Scope of Services. b. Preparation of mortgage and mortgage note.	\$550.00 for each Sales applicant that is certified for the Down payment Assistance program.	City of Vineland

**MARKET TO AFFORDABLE PROGRAM ADMINISTRATION: FOR-SALE PROGRAM (IMPLEMENTATION OF ESTABLISHED PROGRAM)**

Service	Fee	Paid By
<u>Operating Manual:</u> Revision/updating of Market to Affordable Sale Program Operating Manual	\$140.00 per hour not to exceed \$3,000.00	City of Vineland
Property Identification and Acquisition, Developer Services, Case Management through Property Sale Services	Consultant will be paid \$140.00 per hour. All direct costs – if incurred by the Consultant (acquisition, title fees, realtor fees, insurance, property taxes, rehabilitation work, advertising fees, and inspection fees) shall be reimbursed at cost.	City of Vineland
<u>Affirmative Marketing:</u> Consultant will be paid for Affirmative Marketing to Homebuyers, completion of randomization process (lottery) and the establishment of an applicant pool if this has not been implemented previously	\$3,000.00 Lump sum fee plus 100% reimbursement for all direct costs associated with marketing, as needed, including but not limited to advertising fees, printing/ postage. <i>Direct costs not to exceed \$750.00</i>	City of Vineland
<u>General Administration/Wait list Management</u> <ul style="list-style-type: none"> <li>Maintain Waiting List/Applicant pool and complete annual mailing to ensure owner compliance with UHAC guidelines.</li> </ul>	\$200.00 per month plus direct costs for postage while waiting list is open.	City of Vineland
<u>Household Certifications - Sales:</u> <ul style="list-style-type: none"> <li>Certify applicants for eligibility (Per case fee)</li> <li>Certification fee may be charged if income qualification is required for Affordability Assistance Program</li> </ul>	\$1,200.00 for the completion of each Eligibility Certification or Denial	City of Vineland

Service	Fee	Paid By
<u>Affordability Controls</u> <ul style="list-style-type: none"> <li>Prepare closing documents to include deed restriction, mortgage, mortgage note and Certificate for Applicants Certified to Ownership Unit</li> <li>Removal of Deed Restrictions and cancellation of mortgage note upon expiration of controls</li> <li>Records Maintenance</li> </ul>	\$450.00 for each certified applicant that proceeds to closing  Mortgage discharge and subordinations will be invoiced at \$250.00 each.	City of Vineland
<u>For Re-Sales only</u> <ul style="list-style-type: none"> <li>Issue Notice of Intent to Re-Sell</li> <li>Consultant will be paid three (3%) of sales price upon closing.</li> </ul>	3% of the Sales Price not to exceed \$2,500.00 (Fee Payable by Seller at Closing)	Property Owner
<u>Refinancing &amp; Home Equity Transactions – Owner Occupied Units only</u>	Lump Sum Fee of \$375.00 per case to be paid at closing	Property Owner
<u>Enforcement</u> <ul style="list-style-type: none"> <li>Notifying absentee owners of compliance issues</li> <li>Providing project status reports, as requested</li> </ul>	\$140.00 per hour	City of Vineland
Additional Services required to carry out responsibilities of an administrative agent, as requested	\$140.00 per hour with prior approval	City of Vineland
MTA Substantial Rehab Case Management Services (per case fee) as described in the scope of services Case Management Fee does not include inspection fees.	Case Management Services shall be \$3,500.00 per case.	City of Vineland

#### HOUSING REHABILITATION PROGRAM – RENTAL UNITS

Service	Fee	Paid by
Fee for Preparation/Review of Policy & Procedure Manual to include affordability controls for COAH credit for compliance with court judgement and local rental and homeowner assistance	\$140.00 per hour not to exceed \$2,000.00 per manual as needed	City of Vineland
<ul style="list-style-type: none"> <li>Market and outreach for Rental Rehab Program</li> <li>Maintain Wait List</li> <li>Qualify and maintain eligible contractor list</li> </ul>	\$140.00 per hour as needed	City of Vineland

Service	Fee	Paid by
Case Management Services (per case fee) as described in the scope of services Case Management Fee does not include inspection fees.	Case Management Services shall be \$3,500.00 per case. In those instances where a property owner opts not to continue the project <u>after</u> entering into the Rehabilitation Program Agreement, but has not proceeded through the construction phase, compensation shall be prorated based on the amount of time and expense required up to time of withdrawal.	City of Vineland
<u>Property Inspection Services</u> <ul style="list-style-type: none"> <li>• Initial Inspection</li> <li>• Preparation of work write-up, specifications and cost estimate</li> <li>• Interim &amp; final inspection/sign-off</li> <li>• Change order review and approvals</li> </ul>	Not to exceed \$1,250.00 per case	City of Vineland
Lead Inspections	Not to exceed \$850.00 per case	City of Vineland
Technical assistance and attendance at meetings with Township as required	Hourly at \$140.00 per hour.	City of Vineland

**Note:** Costs included in this proposal are estimates for initial budgetary purposes.

**TIME OF PERFORMANCE**

The period of the contract shall run concurrently with the City’s Program Year (July 1 to June 30) and be effective for the length of the contract term. At the City’s discretion, this will be a two (2) year contract commencing July 1, 2022 ending June 30, 2024 with the option to renew for one (1) additional 2 year term or two (2) additional 1 year terms.

**SUMMARY**

Triad Associates has a thorough understanding of the work involved in establishing and implementing Affordable Housing Programs as is evidenced by our success in providing affordable HOUSING related services to public and private clients in New Jersey. Our professional team has extensive experience carrying out a multitude of affordable housing related tasks including but not limited to Administrative Agent services, Management and Implementation, Housing Element and Fair Share Plans, Preparation of DCA /FSHC reports and Certifications for previous round affordable housing credits.