

RESOLUTION

WHEREAS, the Township of West Orange (the “Township”) administers an affordable housing program for qualified based on income eligibility consistent with the regulations promulgated by the Council on Affordable Housing and the Uniform Housing Affordability Controls, N.J.A.C. 5:80-26.1, et. seq. and N.J.A.C. 5:97, et. seq.; and

WHEREAS, the Township is in the process of adopting and enacting a Housing Element and Fair Share Affordable Housing Plan which includes the proposed addition of 231 new, affordable family rental units between 2021 and 2025 to be included in inclusionary development; and

WHEREAS, the Township requires the services of a professional and experienced affordable housing consulting firm to function as the Township’s Administrative Agent pursuant to N.J.A.C. 5:80-26.14; and

WHEREAS, pursuant to N.J.S.A. 40A:11-4.3(b), on October 6, 2020 the Township Council adopted Resolution #185-20 authorizing the use of competitive contracting for the award of a Contract for Administrative Agent Services for Affordable Housing (the “Contract”); and

WHEREAS, on October 10, 2020, the Township advertised a Request for Proposal (the “RFP”) for the Contract with a base term of one year with an option to extend the Contract for an additional one-year term with a deadline for submission of proposals for Friday, October 30, 2020; and

WHEREAS, on October 30, 2020, the Township received four (4) proposals in response to the RFP, including proposals from:

CME Associates (“CME”)
1460 Route 9 South
Howell, NJ 07731

Community Grants, Planning & Housing (“CGPH”)
1249 South River Road
Suite 301
Cranbury, NJ 08512

Heyer, Gruel & Associates (“Heyer”)
236 Broad Street
Red Bank, NJ 07701

Triad Associates (“Triad”)
1301 West Forest Grove Road
Vineland, NJ 08360

and

WHEREAS, pursuant to the Local Public Contracts Law and the New Jersey Administrative Code, the Township established an evaluation committee (the “Committee”) to review, evaluate, and score the proposal submitted in response to the Township’s RFP; and

WHEREAS, pursuant to the N.J.A.C. 5:34-3.4(f) each member of the Committee executed a certification that they do not have a conflict of interest with any of the vendors; and

WHEREAS, the Committee issued an Evaluation Report (the “Report”), attached herein as Exhibit “**A**,” recommending that the Township award of the Contract to CGPH as the proposal with the highest weighted score; and

WHEREAS, CGPH’s proposal provides that it shall perform the services under the Contract at an annual cost not to exceed \$15,250, a copy of the CGPH’s proposal is annexed hereto as Exhibit “**B**,” and

WHEREAS, the proposed Contract incorporates the terms of the Township’s RFP and the CGPH’s proposal, annexed hereto as Exhibit “**C**.”

NOW, BE IT HEREBY RESOLVED BY THE TOWNSHIP COUNCIL OF THE TOWNSHIP OF WEST ORANGE that the Township hereby awards the contract for Administrative Agent Services for Affordable Housing to CGPH, LLC; and it is further

RESOLVED, that the Mayor be and is hereby authorized to execute the Contract, annexed hereto as Exhibit “**C**” and all other documents necessary to effectuate the Contract and the Municipal Clerk be and is hereby authorized to attest to the Mayor’s signature; and it is further

RESOLVED, that the original of the Contract between Township of West Orange and CGPH, LLC shall be maintained in the Municipal Clerk’s office.

Karen J. Carnevale, R.M.C
Municipal Clerk

Cindy Matute-Brown
Council President

Adopted: January 26, 2021

I hereby certify funds are available from: _____
Account No.

John Gross, Chief Financial Officer