



TOWNSHIP OF HARDING
Morris County, New Jersey

Blue Mill Road, Box 666
New Vernon, New Jersey 07976
973-267-8000

INVITATION TO SUBMIT PROPOSAL

Property Management Service

The Township of Harding (Township) is soliciting proposals from experienced property managers with working knowledge of the Council on Affordable Housing (COAH) regulations, to manage a 24-unit rental development for low and moderate residents, known as “The Farm at Harding.” Candidates must possess a current New Jersey Real Estate Broker license for the duration of the contract.

Proposals are being solicited through a fair and open process in accordance with N.J.S.A. 19:44A-20.4, et seq.

The Township Administrator will make a recommendation to the Township Committee after an evaluation of the most advantageous technical proposal, price, and other factors. After review of the Administrator’s recommendation, the Township Committee shall make the final determination and Contract award. Proposals will be evaluated on the basis of the following criteria:

(Evaluation Criteria Standards)

1. Candidate’s professional qualifications, availability and experience of key personnel working on the project.
2. Understanding of project scope of work along with a good technical approach and work program as well as expanded discussion of the project’s scope of work along with innovative alternatives.
3. Prior experience and familiarity with similar projects either under the supervision or direction of the Township of Harding or a similar entity.
4. Cost/Fee Proposal.

(Proposal Acceptance Date)

Sealed RFP responses must be received by the Township Clerk/Administrator no later than 10 a.m. on Thursday, April 28, 2016. For additional information, call 973-267-8000 (Ext. 1917).

Proposals shall be submitted, in a sealed envelope, to:

Gail W. McKane
Township Clerk/Administrator
Township of Harding
21 Blue Mill Road
New Vernon, NJ 07976

The words “Property Management” shall be written on the outside of the envelope

The General Instructions and Scope of Work may be obtained at the Office of the Township Administrator/Clerk or on the Harding Township Website www.hardingnj.org. Any addenda to this Request for Proposals will be issued on the Township website. Therefore, all interested candidates should check the website from now through receipt of proposals. It is the sole responsibility of the respondents to be knowledgeable of all addenda related to this contract. The right to reject any or all proposals and to waive immaterial formalities is reserved by the Township Committee of the Township of Harding.

All candidates are required to comply with the requirements of N.J.S.A. 10:5-31 et seq. and N.J.A.C. 17-27 et seq.

Gail W. McKane
Township Administrator/Clerk