

ADDENDUM NO. 1

Development Consultant Services — North Walnut II Mixed-Finance Affordable Housing Development

RFP Number	26-DEV-WAL-II-RFP-08
Original Issue Date	August 3, 2026
Addendum Issue Date	August 18, 2026
Proposal Deadline	September 2, 2026, at 3:00 p.m. Eastern Time

Purpose

This Addendum clarifies the proposal-submission requirements and supplies consultant-appropriate forms. Except as expressly modified below, the RFP remains unchanged. This Addendum is part of the RFP and must be acknowledged in the proposal.

1. Questions and Addenda

Questions must be submitted in writing no later than August 25, 2026, to:

Procurement Contact	Duangrat Simpkins
Email	dsimpkims@eoha.org
Subject Line	North Walnut II RFP Question — RFP No. 26-DEV-WAL-II-RFP-08

EOHA will issue written responses and any additional addenda to all known RFP recipients and/or post them at www.eoha.org. Oral explanations are not binding.

2. Proposal Delivery

Submit three bound paper copies and one searchable PDF copy on a USB flash drive in one sealed package. The package must be received—not merely postmarked—by the deadline at the address stated in the RFP. Mark the exterior:

**SEALED PROPOSAL — NORTH WALNUT II DEVELOPMENT CONSULTANT
RFP NO. 26-DEV-WAL-II-RFP-08 — DO NOT OPEN BEFORE SEPTEMBER 2, 2026, 3:00 P.M.**

Electronic or facsimile submission is not permitted unless EOHA authorizes it by written addendum. The original proposal must contain original or authorized electronic signatures where required.

3. Documents Required With the Proposal

- Form 1 — Proposal Submission Checklist and Respondent Information
- Form 2 — Addendum Acknowledgment
- Form 3 — Non-Collusion Certification
- Form 4 — Conflict-of-Interest and Organizational Conflict Disclosure
- Form 5 — Debarment, Suspension, Eligibility and Responsibility Certification
- Form 6 — Ownership Disclosure
- Form 7 — Disclosure of Investigations, Litigation, Defaults and Terminations

- Form 8 — Fee Proposal
- Copy of a current New Jersey Business Registration Certificate, if already available; otherwise, proof must be supplied before award
- Current résumé(s), references and other proposal materials required by Section 4 of the RFP

A respondent may explain a genuinely inapplicable item by marking it “N/A” and stating the basis. EOHA may waive or permit cure of an immaterial omission when legally permissible, but respondents should not assume that a missing mandatory form can be cured.

4. Documents Required Only From the Selected Consultant

- Certificates of insurance meeting EOHA’s stated limits
- W-9 and electronic-payment information
- New Jersey affirmative-action evidence: Certificate of Employee Information Report, AA-302, or federally approved plan evidence, as applicable
- Any political-contribution, prohibited-investment, lobbying, Section 3, or other certifications applicable to the final contract and funding source
- SAM.gov registration/Unique Entity Identifier information and independent debarment verification
- Acceptance of applicable federal clauses, including HUD-5370-C provisions when required by contract value and funding source

5. Clarification of Forms

HUD construction-bid forms, developer ownership/guaranty documents, partnership-closing certifications, tax-credit investor forms, bonding forms, and construction-contract forms are not proposal requirements for this consultant procurement unless later required by a specific task, funding source, or written addendum.

6. Schedule

Questions Due	August 25, 2026
EOHA Responses	August 27, 2026
Proposals Due	September 2, 2026, at 3:00 p.m. Eastern Time

The proposal deadline is unchanged. If EOHA materially revises the solicitation after the question deadline, EOHA may extend the proposal deadline by written addendum.

Acknowledgment

Each respondent must submit completed Form 2 acknowledging receipt of this Addendum No. 1.

REQUEST FOR PROPOSALS (RFP)

DEVELOPMENT CONSULTANT SERVICES NORTH WALNUT II—25-UNIT MIXED-FINANCE AFFORDABLE HOUSING DEVELOPMENT

Project # 26-DEV-WAL-II-RFP-08

The Housing Authority of the City of East Orange (EOHA) and the East Orange Housing & Community Development Corporation (EOHCDC) invite proposals from qualified firms to provide development consulting services for a proposed 25-unit mixed-finance affordable housing development in East Orange, New Jersey.

Services may include project feasibility, financial modeling, funding applications, mixed-finance structuring, procurement support, regulatory compliance, development coordination, construction monitoring, and lease-up assistance. Respondents must demonstrate relevant experience with HUD programs, LIHTC, PBV, HOME, CDBG, New Jersey affordable housing financing, and layered subsidy transactions.

The complete RFP is available at www.eoha.org.

Proposals must be received no later than **3 PM on Tuesday, August 25, 2026** at:

**Housing Authority of the City of East Orange
160 Halsted Street
East Orange, New Jersey 07018
Attn: North Walnut II Development Consultant RFP**

EOHA/EOHCDC reserve the right to reject any or all proposals, waive informalities, and make an award in their best interests. EOHA/EOHCDC encourage participation by M/WBE, Section 3, small, disadvantaged, and local businesses.

Wilbert Gill, Executive Director
Housing Authority of the City of East Orange

REQUEST FOR PROPOSALS

FOR DEVELOPMENT CONSULTANT SERVICES

NORTH WALNUT II MIXED-FINANCE AFFORDABLE HOUSING DEVELOPMENT

RFP No. 26-DEV-WAL-II-RFP-08

Housing Authority of the City of East Orange (EOHA)

Issue Date	August 3, 2026
Questions Due	August 19, 2026
Responses to Question	August 21, 2026
Proposal Deadline	August 25, 2026, by 3PM

1. PURPOSE AND PROJECT OVERVIEW

EOHA invite proposals from qualified development consultants to provide transaction-oriented advisory and project management services for North Walnut II, a proposed development of approximately twenty-five (25) affordable rental units in East Orange, New Jersey. The project may use public housing resources, project-based vouchers, LIHTC, HOME, CDBG, trust funds, private debt, grants, deferred developer fee, or other eligible sources. The ownership and financing structure may include EOHA, an affiliated entity, or an approved development partner.

The selected consultant will help advance the project from feasibility and predevelopment through financing, closing, construction coordination, lease-up readiness, and transition to operations.

2. SCOPE OF SERVICES

- **Feasibility and strategy:** Review site control, zoning, environmental and utility conditions, accessibility, parking, costs, schedule, approvals, development options, risks, and mitigation measures.
- **Ownership and mixed-finance structure:** Recommend ownership, partnership, governance, and development-team roles; coordinate transaction structuring with EOHA, counsel, lenders, investors, and public agencies.
- **Financial planning and applications:** Prepare and update development budgets, sources and uses, operating pro formas, rent and reserve assumptions, cash-flow and debt-capacity analyses; identify funding and support applications, underwriting, and closing.
- **Procurement and contracting:** Develop scopes and evaluation materials; assist with proposal review and selection of development partners and professional services; support negotiations in coordination with counsel.
- **Design, approvals, and schedule:** Coordinate zoning, redevelopment, planning, permitting, code, accessibility, environmental, and other approvals; review plans, estimates, value engineering, phasing, and critical-path progress.
- **Compliance:** Support applicable HUD mixed-finance and 24 CFR Part 905 requirements, 2 CFR Part 200 procurement standards, Section 3, wage requirements, fair housing, accessibility, relocation, environmental review, NJHMFA, and local requirements.
- **Construction and transition:** Monitor schedules, budgets, requisitions, change orders, and risks; assist with PBV coordination, affirmative marketing, tenant selection, property-management readiness, lease-up, reporting, and asset-management handoff.

3. EXPECTED DELIVERABLES

Deliverables may include a feasibility memorandum; development strategy and critical-path schedule; financing plan, sources and uses, and pro formas; funding and HUD submission materials; procurement and evaluation documents; monthly status reports; Board/stakeholder presentations; closing checklist; construction-monitoring reports; and lease-up/transition checklist.

4. PROPOSAL CONTENT

Proposals should be concise, tabbed, and organized in the following order:

- Cover letter and executive summary; firm profile and qualifications.

- Relevant experience, including mixed-finance affordable housing, HUD/public housing, New Jersey financing and approvals, and projects of comparable size.
- Project approach, work plan, schedule, critical-path recommendations, and availability.
- Staffing plan and resumes of key personnel.
- Fee proposal showing hourly rates, reimbursable expenses, assumptions, and a proposed not-to-exceed amount.
- At least three comparable references.
- Conflict-of-interest, litigation, default, termination, and debarment disclosures.
- All required certifications and forms.

5. MINIMUM QUALIFICATIONS

- At least five (5) years of affordable housing development consulting, financial advisory, or project-management experience.
- Direct experience with mixed-finance, LIHTC, PBV, HOME, CDBG, public housing, RAD, or comparable layered financing.
- Demonstrated ability to prepare pro formas, development budgets, financing plans, applications, and regulatory approval materials.
- Familiarity with HUD requirements applicable to PHAs and capacity to begin promptly and communicate regularly.

6. EVALUATION CRITERIA — 100 POINTS

Criterion	Points
Mixed-finance affordable housing experience	20
HUD/public housing development and compliance experience	15
Financial modeling, funding strategy, and layered subsidy expertise	15
New Jersey affordable housing financing and approvals	10
Quality and practicality of work plan	10
Qualifications and availability of key personnel	10
Experience with comparable 25- to 50-unit developments	5
M/WBE, Section 3, local hiring, and equitable participation approach	5
References and past performance	5
Fee reasonableness and cost effectiveness	5

7. CONTRACT TERM

The agreement is expected to extend through predevelopment, financing, closing, construction coordination, and lease-up/transition. EOHA/EOHCDC may authorize services by phase or task order and may amend or extend the agreement subject to project needs, funding, and applicable procurement requirements.

8. SUBMISSION INSTRUCTIONS

Submit three (3) bound copies and one (1) digital copy by the stated deadline to:

Housing Authority of the City of East Orange
Attn: North Walnut II Development Consultant RFP
160 Halsted Street
East Orange, NJ 07018

Late, incomplete, or non-responsive proposals may be rejected. Questions must be submitted in accordance with the schedule and instructions issued with this RFP.

9. RESERVATION OF RIGHTS

EOHA reserves the right to reject any or all proposals; waive informalities; seek clarifications; negotiate scope and fees; modify the schedule; cancel this RFP; award all or part of the services; or make no award when in their best interests. Issuance of this RFP does not obligate EOHA to award a contract or reimburse proposal costs.

PROPOSAL FORMS PACKAGE

RFP No. 26-DEV-WAL-II-RFP-08 — North Walnut II Development Consultant Services

Complete and return Forms 1 through 8 with the proposal. Attach additional pages where necessary and identify the applicable form and item. Supporting certificates remain the respondent's responsibility.

Proposal Submission Checklist and Respondent Information

Complete this form and place it immediately after the proposal cover letter.

Legal Name of Respondent	
Business Address	
Primary Contact / Title	
Telephone	
Email	
Entity Type	☐ Corporation ☐ LLC ☐ Partnership ☐ Sole Proprietor ☐ Other: _____
State and Date Organized	
NJ Business Registration No.	
SAM.gov UEI, if applicable	
Proposed Subconsultants	

Submission Checklist

- ☐ Cover letter and executive summary
- ☐ Firm qualifications and relevant experience
- ☐ Project approach, work plan and schedule
- ☐ Staffing plan and key-personnel résumés
- ☐ At least three comparable references
- ☐ Form 2 — Addendum Acknowledgment
- ☐ Form 3 — Non-Collusion Certification
- ☐ Form 4 — Conflict-of-Interest Disclosure
- ☐ Form 5 — Debarment and Responsibility Certification
- ☐ Form 6 — Ownership Disclosure
- ☐ Form 7 — Investigations, Litigation, Defaults and Terminations
- ☐ Form 8 — Fee Proposal
- ☐ New Jersey Business Registration Certificate, if available
- ☐ One searchable PDF copy on USB and three bound paper copies

Authorized Signature	
Printed Name	
Title	
Date	
Telephone / Email	

Acknowledgment of Addenda

List every addendum received. Failure to acknowledge an addendum affecting price, scope or material requirements may render the proposal nonresponsive.

Addendum No.	Date Received
1	

The undersigned acknowledges receipt of the addenda listed above and confirms that the proposal incorporates all modifications stated in them.

Authorized Signature	
Printed Name	
Title	
Date	
Telephone / Email	

Non-Collusion Certification

The respondent certifies the following to the best of its knowledge and belief.

1. The proposal was prepared independently and without collusion, consultation, communication, or agreement with another respondent for the purpose of restricting competition.
2. No attempt has been made or will be made to induce another person or firm to submit or refrain from submitting a proposal for the purpose of restricting competition.
3. The prices and other terms in the proposal have not knowingly been disclosed to another respondent before proposal opening, except to a bona fide subconsultant as necessary to prepare this proposal.
4. No EOHA officer, commissioner, employee, or agent has a financial interest in this proposal except as fully disclosed in writing.

The respondent understands that a materially false certification may be grounds for rejection, termination, debarment, or other remedies available to EOHA.

Authorized Signature	
Printed Name	
Title	
Date	
Telephone / Email	

Conflict-of-Interest and Organizational Conflict Disclosure

Disclose actual, potential, or apparent conflicts involving EOHA, the project, proposed partners, or members of the respondent's team.

Select one:

- ☐ No actual, potential, or apparent conflict is known.
- ☐ A conflict or relationship exists or may arise, as described below.

Persons/Entities Involved	
Nature of Relationship or Conflict	
Proposed Avoidance/Mitigation Measures	

The respondent agrees to promptly disclose any conflict arising during evaluation or contract performance and to comply with any reasonable mitigation required by EOHA.

Authorized Signature	
Printed Name	
Title	
Date	
Telephone / Email	

Debarment, Suspension, Eligibility and Responsibility Certification

Complete this certification for the respondent and identify any exception. EOHA will independently verify applicable exclusion databases before award.

The respondent certifies that it and, to the best of its knowledge, its principals and proposed key subconsultants:

- Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from transactions by a federal, state, or local agency;
- Have not, within the preceding three years, been convicted of or had a civil judgment for fraud, criminal offense in connection with obtaining or performing a public transaction, antitrust violations, embezzlement, theft, forgery, bribery, falsification or destruction of records, false statements, tax evasion, or receiving stolen property, except as disclosed;
- Are not presently indicted or otherwise criminally or civilly charged by a governmental entity for an offense described above, except as disclosed; and
- Have not had one or more public transactions terminated for cause or default within the preceding three years, except as disclosed.

Exceptions or explanation (write "None" if none):

Explanation	
SAM.gov UEI, if applicable	
Authorized Signature	
Printed Name	
Title	
Date	
Telephone / Email	

Ownership Disclosure

Identify all persons or entities owning 10% or more of the respondent. If no owner holds 10% or more, state "None." For publicly traded entities, identify the exchange and ticker and disclose any holder known to own 10% or more.

Owner Name	Business/Home Address	Ownership %	Entity/Individual

Parent, affiliate, joint venture, or controlling entity information, if applicable:

Entity and Relationship	
Authorized Signature	
Printed Name	
Title	
Date	
Telephone / Email	

Investigations, Litigation, Defaults and Terminations

Disclose matters from the past five years that could reasonably affect the respondent’s responsibility or ability to perform the proposed services.

Select one:

- ☐ No reportable matters.
- ☐ Reportable matters are described below or on an attached page.

Matter/Agency or Court	Date/Status	Nature of Matter	Disposition/Explanation

Include pending investigations or litigation, professional-license discipline, contract defaults, terminations for cause, claims alleging fraud or material misrepresentation, and adverse findings involving public or affordable-housing work. Routine claims immaterial to responsibility need not be listed.

Authorized Signature	
Printed Name	
Title	
Date	
Telephone / Email	

Fee Proposal

Provide transparent phased pricing. EOHA may authorize work by written phase or task order; no phase is guaranteed unless included in the executed contract or notice to proceed.

Phase	Scope Summary	Fixed/NTE Fee	Estimated Hours	Assumptions
1. Feasibility and Strategy				
2. Structuring and Applications				
3. Financing and Closing				
4. Design/Approval Coordination				
5. Construction Coordination				
6. Lease-Up and Transition				

Hourly Rates

Name/Classification	Role	Hourly Rate	Estimated Hours
Total Proposed Not-to-Exceed Fee	\$		
Reimbursable Expense Cap	\$		
Rate/Fee Validity	At least 120 days after proposal deadline		

Payment/Other Assumptions	
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Reimbursable expenses must be identified and will not be marked up unless expressly approved. Travel and other expenses require prior written authorization and supporting documentation. The respondent certifies that the proposed fees are complete for the stated assumptions and exclude no known mandatory cost.

Authorized Signature	
Printed Name	
Title	
Date	
Telephone / Email	