

ADDENDUM NO. 1

Development Consultant Services — Public Housing Repositioning and RAD Consulting

RFP Number	26-DEV-REP-RAD-RFP-07
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	Repositioning RFP Question — 26-DEV-REP-RAD-RFP-07

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 — REPOSITIONING RFP DEVELOPMENT CONSULTANT
26-DEV-REP-RAD-RFP-07— 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)

PROFESSIONAL DEVELOPMENT, PUBLIC HOUSING REPOSITIONING, AND RAD CONVERSION CONSULTING SERVICES

Project # 26-DEV-REP-RAD-RFP-07

The Housing Authority of the City of East Orange ("EOHA") is requesting sealed proposals from qualified firms to provide **Professional Development, Public Housing Repositioning, and RAD Conversion Consulting Services** for the repositioning of its remaining public housing portfolio, consisting of **Concord Towers (64 units)** and **Halsted Plaza (7 units)**.

The selected consultant will assist EOHA in evaluating repositioning alternatives, including Rental Assistance Demonstration (RAD), Section 18, RAD/Section 18 Blend, financing strategies, HUD applications, and related implementation services.

The Request for Proposals (RFP) may be obtained beginning Tuesday, August 11, 2026 from the EOHA Procurement Office, 160 Halsted Street, East Orange, New Jersey 07018, or downloaded from www.eoha.org.

Sealed proposals will be received by **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: Professional Development - RAD Consultant RFP**

EOHA reserves the right to reject any or all proposals, waive informalities and irregularities, and award a contract in the best interest of the Authority.

By Order of the Housing Authority of the City of East Orange

EAST ORANGE HOUSING AUTHORITY

REQUEST FOR PROPOSALS (RFP)

PROFESSIONAL DEVELOPMENT, PUBLIC HOUSING REPOSITIONING, AND RAD CONVERSION CONSULTING SERVICES

Project # 26-DEV-REP-RAD-RFP-07

Professional Development, Repositioning, and HUD Consulting Services for the Repositioning of the East Orange Housing Authority's Remaining Public Housing Portfolio

Purpose

EOHA seeks proposals from qualified firms to evaluate, plan, finance, obtain HUD approvals, and implement the most advantageous repositioning strategy for its remaining public housing portfolio.

Properties

- Concord Towers (64 Public Housing Units)
- Halsted Plaza (7 Public Housing Units)

Scope of Services

Portfolio Assessment

- Review physical condition and available PNA/CNA information
- Analyze operating performance and subsidy
- Review capital needs and reserves

Repositioning Strategy

- Evaluate Section 18 disposition opportunities
- Evaluate RAD/Section 18 Blend
- Assess LIHTC, FHA-insured, conventional and other financing
- Prepare recommendation

Financial Feasibility

- Prepare development budget
- Prepare Sources and Uses
- Develop 20-year operating pro forma
- Analyze debt capacity and replacement reserves
- Recommend capital stack

HUD Applications

- Prepare RAD Resource Desk submission

- Prepare CHAP application
- Prepare Financing Plan
- Assist with RCC and HUD responses
- Assist with Section 18 applications if applicable

Financing & Closing

- Coordinate lender and investor activities
- Support HUD and financial closings
- Coordinate legal and closing documentation

Construction Support

- Monitor implementation
- Assist with HUD reporting
- Support project closeout

Required Deliverables

- Portfolio Repositioning Strategic Plan
- Highest & Best Use Analysis
- Financial Feasibility Study
- Development Budget
- Sources & Uses Statement
- 20-Year Cash Flow Projection
- Risk Assessment
- Resident Engagement Plan
- HUD Application Packages
- Board Presentations
- Financing Assistance
- Closing Assistance

Proposal Requirements

- Executive Summary
- Firm Qualifications
- Project Team
- Relevant Experience
- Technical Approach
- Detailed Work Plan
- Project Schedule
- Fee Proposal
- References

Evaluation Criteria

<u>Criterion</u>	<u>Points</u>
HUD Repositioning Experience	25
RAD Experience	20
Technical Approach	20
Project Team	15
Comparable Projects	10
Fee Proposal	10

Sealed proposals will be received by **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: Professional Development - RAD Consultant RFP**

EOHA reserves the right to reject any or all proposals, waive informalities and irregularities, and award a contract in the best interest of the Authority.

PROPOSAL FORMS PACKAGE

RFP No. 26-DEV-REP-RAD-RFP-07— Public Housing Repositioning and RAD Consulting

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 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, 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	