



Housing Authority of the Township of Irvington, New Jersey

ADDENDUM No. 1 IHA RFP-2022-6 (RESOLUTION#2022-22 Professional Management Services

1. Background Section, Second paragraph, page 2

Delete: The IHA is currently in HUD possession and overseen by two HUD Co-Recovery Administrators. The management agent procured via this solicitation will function as the full-time IHA Executive Director under the oversight of the Co-Recovery Administrators. They also serve as the IHA Board of Commissioners.

Change to read: The IHA is currently in HUD possession and overseen by two HUD Co-Recovery Administrators. The vendor procured via this solicitation will provide property management services under the oversight of the Co-Recovery Administrators and/or Executive Director. The Co-Recovery Administrators also serve as the IHA Board of Commissioners.

2. Minimum Qualifications for Respondents Section, Page 3, first paragraph, line 10.

Delete: "...Perform those functions and meet the job performance requirements of an agency Executive Director".

3. Personnel Section, page 7, paragraph 2, line 4.

Delete: ... with the exception of the "Executive Director" role, who is expected to be paid out of, and provided via, the Contractor's management fee.



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ADDENDUM No. 2 IHA RFP-2022-6 (RESOLUTION#2022-22 Professional Management Services

Questions & Answers

1. This RFP anticipates providing a robust scope of services including typical property management as well as the "management agent... function[ing] as the full-time IHA Executive Director under the oversight of the Co-Recovery Administrators." We believe these are 2 scopes of services requiring two distinct skill sets that may be difficult to obtain effectively in a single applicant. Can these functions be bifurcated? Can an applicant respond only to provide the property management scope of services?
IHA Response: IHA RFP-2022-6 has been updated to remove reference to management agent services. IHA RFP-2022-6 is limited to property management services.
2. The redevelopment of AMPs 2 and 3 is also anticipated but is not referenced in the RFP. How does the redevelopment plan for AMPs 2 and 3 affect the scope of work and services to be provided under this RFP?
IHA Response: We are planning for future redevelopment for AMPs 2 and 3. IHA will notify the selected property management services vendor when redevelopment plans are solidified.
3. On the proposal pricing sheet, I did not see a separate space bifurcating the management from the executive director's position. How will that be handled?
IHA Response: IHA RFP-2022-6 has been updated to remove reference to management agent services. IHA RFP-2022-6 is limited to property management services.
4. Is the Irvington housing authority on what the field office in Newark calls a zero threshold?
IHA Response: The Irvington Housing Authority is not under zero threshold restrictions at this time.
5. With the bifurcation and for someone just applying for the executive director services, are you going to require that they fulfill the new jersey state requirements for holding that position? Meaning they have had to take the training and must be approved by the Department of Community affairs?
IHA Response: IHA RFP-2022-6 has been updated to remove reference to management agent services. IHA RFP-2022-6 is limited to property management services.
6. Without really going into depth on the Irvington portfolio, I have to assume that if we are discussing redevelopment that the condition of the properties is not great. If the vendor is going to be responsible for maintaining UPCS standards, is there going to be additional capital funds or something to be able to do that?
IHA Response: Yes, although we are currently working on expending capital fund dollars to improve the physical conditions of all properties. IHA expects the management agent to walk through the property to assess the current conditions and identify deficiencies once awarded. At that time, the recovery administrators will work with the agent to determine where IHA will need to invest funds.

August 9, 2022