

NOTICE OF REQUEST FOR PROPOSALS

MANAGEMENT CONSULTATION SERVICES

The Peekskill Housing Authority is requesting proposals for Management Consultation Services in relation to the Capital Fund Program.

Proposals will be accepted until 12:00 p.m. on May 8<sup>th</sup>, 2026.

If you are interested in providing this Management Consultation Service, please apply during business hours for a copy of the Request for Proposals (RFP) at:

Peekskill Housing Authority  
807 Main St.  
Peekskill, NY 10566

(914) 739-1700

The Peekskill Housing Authority reserves the right to reject any or all proposals.

---

Janneyn Phalen  
Executive Director

# **Request For Proposals For Management Consultation Service**

## General

The Peekskill Housing Authority is requesting proposals from interested firms to perform management consultation services as required for the proper administration of its Public Housing Program which is an ongoing federally assisted (HUD) program.

## Scope of Services

### 1. Management

Provide technical assistance in all aspects of the management of the Public Housing program including but not limited to:

- A. Procurement procedures.
- B. Preparation of responses to HUD reviews (CFP & Management), and general correspondence.
- C. If requested, prepare the following Request for proposals; Legal Services, Fee Accounting Services, IPA Audit Services, A/E Services.
- D. Assist the housing authority with REAC electronic submissions.

### 2. CFP Administration

- A. Develop an overall plan and timetable for implementation of approved modernization programs, including physical and Management improvements.
- B. Coordinate the requisitions for funds on a timely basis, keeping a detailed record on all modernization financial activities.
- C. Establish administrative controls over key incoming and outgoing documents and Housing Authority activities related to the CFP.

- D. Assist the LOCCS Coordinator in preparing reference material so that the LQCCS authorized draw-down person can easily and accurately make needed drawdowns and program updates (i.e., quarterly reports on obligations and expenditures).
- E. Prepare all needed reports, and any other HUD required documents related to Modernization Programs.
- F. Maintain an up-to-date file on all Bidding and Construction documents to include, but not limited to, Pre-construction minutes; Bid, Performance, Labor and Material Bonds, Certified Payrolls, Change Order Log and Contract Close-out Documents.
- G. Conduct laborers interviews for wage rate compliance and represent the housing authority in the Annual HUD Labor Audit.

#### Form of Proposal

Please respond with a letter of interest, which must include responses to the following:

1. A clear indication of your or your firm's understanding of CFP and Public Housing management issues. You must detail your accomplishments.
2. Evidence of your or your firm's ability to perform the services in a timely manner.
3. A list of all Public Housing Authorities that you or your firm is currently under contract with or had been under contract with. This list must include a contact person and telephone number.

Proposal must be responsive to the form of proposal.

Rating and Ranking of Selection

All proposals will be rated and ranked according to the following criteria:

1. A clear understanding of CFP and HUD regulations as related to Public Housing management.  
Excellent - 30 points    Good - 15 points    Fair - 10 points
2. Overall hands-on experience in public housing management  
Excellent - 30 points    Good - 15 points    Fair- 10 points
3. Record of past performance in jobs of similar scope and nature.  
Excellent - 30 points    Good - 20 points    Fair - 10 points
4. Price  
Excellent - 10 points    Good - 5 points    Fair - 0 points

All proposals must be received by 10:00 AM, May 8th, 2026 at the below address:

Peekskill Housing Authority  
807 Main St. #1  
Peekskill, NY 10566

All respondents agree that by submitting a response to this RFP the decision of the Peekskill Housing Authority on selection is final.

All proposals must be received in a sealed envelope marked "Response to RFP for Management Consultation Service".

The Peekskill Housing Authority is an equal opportunity employer.