

Request for Proposal  
Consultation Services Capital Fund Program  
Newburgh Housing Authority

**General**

The Newburgh Housing Authority is requesting proposals from interested firms to perform consultation services for its Capital Fund Programs which are ongoing federally assisted (HUD) programs.

**Scope of Services**

1. Capital Fund Administration
  - A. Assist in the development of the Capital Program plan and the timetable for implementation of the approved capital improvement programs.
  - B. Coordinate the requisition of funds on a timely basis, keeping a detailed record of financial activities.
  - C. Provide the authority guidance in establishing administrative controls over key incoming and outgoing documents and Housing Authority activities relating to capital improvements. Prepare monthly eLOCCS reports and any other reports required by HUD and the authority.
  - D. Prepare monthly eLOCCS reports and any other reports required by HUD and the authority.
  - E. Prepare the reference materials necessary for the LOCCS authorized draw-down person to easily and accurately make the needed draw-downs and program updates including monthly and quarterly reporting on obligations and expenditures.

**Form of Proposal**

Please respond with a letter of interest, which must include the following.

1. A clear indication of you or your firm's understanding of capital improvements and Public Housing capital improvement issues. You must present details of your accomplishments.
2. Evidence of you or your firm's ability to perform the services in a timely manner.

3. A list of Public Housing Authorities that you or your firm is currently under contract with and all others you have previously had contracts with.

4. Price

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 the Capital Fund Program and HUD regulations as related to the program.
2. Record of past performance in jobs of similar scope and nature
3. Price

All proposals must be received by 3PM on Friday February 16 , 2018 at the below address:

Mr. Lawrence R Jackson  
Executive Director  
Newburgh Housing Authority  
40 Walsh Road  
Newburgh, NY 12550

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

All proposals must be received in a sealed envelope marked **“Response to RFP for Consultation Service”**

