

**PROFESSIONAL SERVICES CONTRACTS TO BE AWARDED BY
ESTABLISHED QUALIFICATION CRITERIA**

The Pennsauken Housing Authority is soliciting statements of qualifications for appointment to the following professional positions. Responses should address both the general and mandatory minimum criteria for the position sought. All response will be treated confidentially and will be reviewed by the Pennsauken Housing Board, unless otherwise required by law. Responses must be received in the Office of the Pennsauken Housing Authority located at 2400 Bethel Avenue, Pennsauken, New Jersey no later than 10:00 AM on Thursday, February 9, 2012. All responses shall be opened and announced publicly, immediately thereafter by the Secretary of the Housing Authority. All responses will be reviewed by the Pennsauken Housing Authority members. All appointments will be announced at a public meeting. Unless otherwise noted, all appointments will be for the calendar year of 2012 and subject to the execution of an appropriate contract.

CONSULTING ENGINEERS

GENERAL CRITERIA: The Pennsauken Housing Authority desires to appoint a firm or firms to provide consulting engineering services to the PHA. Applicants should demonstrate knowledge and experience with respect to all aspects of engineering services including civil and structural disciplines as they apply to residential house construction. The applicant must be or have employed within the firm a professional engineer (PE) currently licensed and in good standing in the State of New Jersey. Any experience or knowledge of matters directly affecting the PHA should be addressed.

MANDATORY MINIMUM REQUIREMENTS:

1. Must be a Professional Engineer licensed in the State of New Jersey.
2. Must have a minimum of ten (10) years experience in providing consulting to Housing Authorities including demonstrating experience with residential reconstruction and replacement, structural analysis, electrical design and building code compliance for all of the subcodes.
3. Must be experienced in procuring permits and approvals from various state, county and local regulatory agencies including NJDEP.
4. Must maintain a staff of New Jersey licensed or certified professionals sufficient to service the Pennsauken Housing Authority.
5. Must maintain a principle office in or within close proximity to Pennsauken so as to be able to respond to emergent matters promptly.
6. Must be proficient and experienced in the preparation of grant applications.
7. Must have project managers with at least fifteen (15) years of municipal or housing authority experience.
8. Must list past and present Housing Authorities whereby you or the firm served as Consulting Engineers.

REAL ESTATE BROKER

GENERAL CRITERIA: The Pennsauken Housing Authority desires to appoint a real estate broker who will represent the PHA's interest in the purchase and sale of real estate including sheriff sales, foreclosures, and tax sales and HUD purchases. Applicant should demonstrate knowledge of real estate markets in Camden County and more particularly in the Township of Pennsauken. Any experience or knowledge of matters that directly affect the Township of Pennsauken should be addressed.

MANDATORY MINIMUM REQUIREMENTS:

1. Must be licensed as a real estate broker in the State of New Jersey for a minimum of ten (10) years.
2. Must maintain a bona fide office in the State of New Jersey.
3. Must have a minimum of five (5) years experience acting as a broker for real estate transactions in the Township of Pennsauken.
4. Must have knowledge of grants and grant applications for residential housing including applications and programs with HUD and DCA.
5. Must have experience with tax sales, foreclosures, and IRC 1031 exchanges.
6. Must maintain a principle office in or within close proximity to Pennsauken so as to be able to respond to emergent matters promptly.
7. Must list past and present Housing Authorities whereby you or the firm served as a real estate Broker.

HOUSING AUTHORITY ATTORNEY

GENERAL CRITERIA: The Pennsauken Housing Authority desires to appoint an attorney who will act as general counsel. Applicants should demonstrate knowledge of general New Jersey housing law including knowledge of Affordable housing and COAH requirements, Section 8 requirements and HUD programs. Any experience or knowledge of matters directly affecting the Township of Pennsauken should be addressed.

MANDATORY MINIMUM REQUIREMENTS:

1. Must be licensed to practice law in the State of New Jersey for a period of not less than fifteen (15) years preceding the proposed appointment and be eligible to appear before all state and federal courts in New Jersey, as well as New Jersey administrative agencies and the Office of Administrative Law.
2. Must have a minimum of five (5) years experience in the general representation of housing authorities.
3. Must list past and present Housing Authority representations.
4. Must maintain a bona fide principal office in the State of New Jersey.
5. Must be able to provide all general legal services required.
6. Must maintain a principle office in or within close proximity to Pennsauken so as to be able to respond to emergent matters promptly.

ACCOUNTANT

GENERAL CRITERIA: The Pennsauken Housing Authority desires to appoint an accountant who will act as accountant for the Pennsauken Housing Authority. Applicants should demonstrate knowledge of nonprofit accounting, auditing standards and procedures, internal control compliance, grant and real estate accounting and be familiar with, GAAP, FASB, SAS, GAAS, Yellow Book and HUD program audits. Additionally, general accounting knowledge as it relates to subsidized housing and grants is also required, Any experience or knowledge of matters directly affecting the Township of Pennsauken should be addressed.

MANDATORY MINIMUM REQUIREMENTS:

1. Must have a minimum of ten (10) years as an accountant for housing authorities.
2. Must be a certified public accountant for at least fifteen (15) years.
3. Must live in or around Pennsauken, New Jersey.
4. Must be able to provide accounting services for a HUD Section 8 program and had prepared all necessary journals and reports for that program.
5. Familiarity with HUD voucher management software, and Microsoft Excel, Word and Access software.

AUDITORS

GENERAL CRITERIA: The Pennsauken Housing Authority desires to appoint an accounting firm who will act as auditors for the Pennsauken Housing Authority. Applicants should demonstrate knowledge of nonprofit accounting, auditing standards and procedures, internal control compliance, grant and real estate accounting and be familiar with, GAAP, FASB, SAS, GAAS, Yellow Book and HUD program audits. Any experience or knowledge of matters directly affecting the Township of Pennsauken should be addressed.

MANDATORY MINIMUM REQUIREMENTS:

1. Must have a minimum of ten (10) years experience in auditing housing authorities and their programs and grant.
2. Must be yellow book compliant.
3. The firm must employ a minimum of ten (10) certified public accountants that have been licensed in that capacity for at least seven (7) years.
4. The firm must employ a minimum of five (5) Registered Municipal Accountants (RMA) currently licensed and in good standing for Five (5) years.
5. Must be able to provide auditing services for a HUD programs including HUD Section 8 programs.
6. Must maintain a current principal office within the State of New Jersey.
7. Must list all past and present housing authorities they have audited.