



REQUESTS FOR PROPOSAL

TOWNSHIP OF PLAINSBORO

Affordable Housing Administrative Agent

2025

Respond by: 11:00 a.m. – November 21, 2024

Respond to: Carol J. Torres  
Township Clerk  
Township of Plainsboro  
641 Plainsboro Road  
Plainsboro, NJ 08536

*This proposal is being solicited through a fair and open process in accordance with  
N.J.S.A. 19:44A-20.5 et seq.*

## ***I. Introduction***

Plainsboro Township is seeking professional services to carry out the duties of Affordable Housing Administrative Agent.

## ***II. Scope of Work***

Provide administrative support for Plainsboro Township's Affordable Housing Program pursuant to N.J.A.C. 5:80-26.14. The Affordable Housing Administrative Agent shall:

1. Conduct the outreach process to insure affirmative marketing of all affordable housing units;
2. Solicit, schedule, conduct and follow up on interviews with interested households;
3. Conduct interviews and obtain sufficient documentation of gross income and assets upon which to base a determination of income eligibility;
4. Provide written notification to each applicant as to the determination of eligibility or non-eligibility;
5. Create and maintain a referral list of eligible applicant households living in the Affordable Housing Region 3 and eligible applicant households with members working in Region 3 where the units are located;
6. Use a random selection process when referring households for certification to affordable units;
7. Furnish attorneys or closing agents forms of deed restrictions and mortgages for recording at the time of conveyance of title of each restricted unit;
8. Create and maintain a file on each restricted unit for its control period, including the recorded deed with restrictions, recorded mortgage and note, as appropriate;
9. Institute and maintain an effective means of communicating information between owners and the administrative agent regarding the availability of restricted units for resale or rental;
10. Institute and maintain an effective means of communicating information to low-and moderate-income households regarding the availability of restricted units for resale or re-rental;
11. Review and approve requests from owners of restricted units who wish to take out home equity loans or refinance during the term of their ownership;

12. Review and approve requests to increase sales prices from owners of restricted units who wish to make capital improvements to the units that would affect the selling price, such authorizations to be limited to those improvements resulting in additional bedrooms or bathrooms and the cost of central air conditioning systems;
13. Process requests and make determinations on requests by owners of restricted units for hardship waivers;
14. Communicate with lenders regarding foreclosures;
15. Ensure the issuance of Continuing Certificates of Occupancy or certifications;
16. Notify the municipality of an owner's intent to sell a restricted unit;
17. Ensure that the removal of the deed restrictions and cancellation of the mortgage note are effectuated and properly filed with the appropriate county's register of deeds or county clerk's office after the termination of the affordability controls in this subchapter for each restricted unit;
18. Provide monitoring and other reports to the Middlesex County Superior Court or other designated entity or agency as required;

### ***III. Contents of Proposal***

Interested firms/professionals should provide the following information:

- Summary of general credentials of the firm;
- Detailed information on the credentials and qualifications of the individual(s) to be assigned to Plainsboro Township;
- Demonstration of experience in carrying out the duties of an Affordable Housing Administrative Agent or related experience;
- References from clients along with a list of past clients;
- Knowledge of and familiarity with Plainsboro Township; past professional experience in working with or for Plainsboro.

Each submittal shall include one (1) original and three (3) copies.

### ***IV. Fees and Costs***

Interested firms should provide a complete description and itemization of rates. Indicate all consulting titles and classifications and associated hourly billing rates.

## ***V. Selection Process***

Township staff will review the proposals and make a recommendation to the Township Committee as to the recommended firm/professional. These recommendations will be based on cost and other considerations. Specifically, the proposals will be evaluated based on the following criteria:

- A. The general experience and qualifications of the firm/professional;
- B. The experience/qualifications of the firm/professional in providing the services specified or similar services;
- C. The proposed cost of the services;
- D. Familiarity with the community.

Interested firms/professionals shall be responsible for the cost of preparing the proposals.

## ***VI. Response/Inquiries***

All submittals should be clearly labeled “**2025 RFP Enclosed**” and forwarded to:

Carol J. Torres  
Township Clerk  
Township of Plainsboro  
641 Plainsboro Road  
Plainsboro, NJ 08536

Submittals must be received no later than 11:00 a.m. on November 21, 2024.

All inquiries should be directed to Bonnie Flynn, at (609) 799-0909 ext. 1502 or [bflynn@plainsboronj.com](mailto:bflynn@plainsboronj.com).