



## State of New Jersey

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*Executive Director*

### MEMORANDUM

TO: Affordable Housing Committee

FROM: Benjamin L. Spinelli, Esq., Executive Director

SUBJECT: Committee Meeting Minutes – January 19, 2023

DATE: January 26, 2023

An Affordable Housing Committee meeting was held on Thursday, January 19, 2023, 2:30pm at the Highlands office in Chester.

Committee members present: Council Chair Richko, Committee Chair Visioli, Committee Members Dougherty, James, Van Abs and Francis.

Staff members present: Benjamin Spinelli, Gabrielle Gallagher, Neda Hartman, James Humphries, and Karen Castanhas.

Present via phone: Thomas Holl, Associate Counsel, Governor's Authorities Unit

*The meeting began at 2:30pm.*

#### **Affordable Housing Technical Report – Request for Qualifications (RFQ)**

Committee Chair Visioli opened the meeting by asking all committee members if they reviewed the draft Request for Qualifications (“RFQ”) to provide affordable housing consultation and asked if there were any comments.

Mr. Spinelli commented that the Governor's Authorities Unit reviewed the RFQ and requested a few revisions aimed at clarifying the purpose of this project. They have been incorporated into the current draft.

Committee member Van Abs requested the information for sub-contract qualifications in section 6 under part III (RFQ Submittal Requirements) of section A, be equivalent to the requested information from the contractor.

Ms. Gallagher stated she will make the requested change.

Committee member Van Abs questioned how a firm would be able to give a cost amount in advance for the not to exceed \$100k cost, under section B of number 5 Firm Selection Process section.

Ms. Gallagher explained the standard guideline is for a not to exceed cost to be requested in a RFQ. Next the proposal is then awarded to a firm and then the negotiations on the cost amount will take place, but it is not to exceed total cost of the \$100k.

Committee member Van Abs also mentioned there may be multiple firms that qualify and it is very important to ask a firm for a technical proposal.

Mr. Humphries suggested to release the RFQ on January 23<sup>rd</sup> with a 30-day response timeframe. The Highlands Council staff would review the proposals and then possible review by Highlands Council members at the March or April 2023 monthly meeting.

*Committee member Dougherty arrived at 2:43pm.*

At this time Mr. Spinelli gave a detailed explanation to Committee Member Dougherty on everything that was discussed during the meeting.

Committee Chair Visioli asked Thomas Holl, Associate Counsel of the Governor's Authorities Unit if he had any comments.

Mr. Holl stated having the RFQ released as soon as possible is a good first step.

### **Next Steps**

Ms. Gallagher will make the requested changes to the RFQ.

Highlands Council staff will release the RFQ on Monday, January 23<sup>rd</sup> with a 30-day response timeframe.

*The meeting was adjourned at 2:58pm.*