

**BOROUGH OF FANWOOD**  
**COUNTY OF UNION, NEW JERSEY**  
**PUBLIC NOTICE / NOTICE TO BIDDERS**

NOTICE IS HEREBY GIVEN that sealed qualifications will be formally received by the Borough of Fanwood, County of Union, State of New Jersey, on **Wednesday, July 1, 2026, at 11:00 AM** prevailing time. Submissions must be delivered to the Office of the Borough Clerk, located at 75 N. Martine Avenue, Fanwood, New Jersey 07023, for the following professional service contract:

**COMPREHENSIVE AFFORDABLE HOUSING ADMINISTRATIVE AGENT SERVICES (2026)**

The Borough is seeking qualifications from highly experienced firms or individuals to perform the statutory duties of an Administrative Agent to ensure compliance with the New Jersey Fair Housing Act and the Uniform Housing Affordability Control (UHAC) regulations (N.J.A.C. 5:80-26.1 et seq.). The scope of work encompasses comprehensive program monitoring, income eligibility certifications, waitlist curation, regional affirmative marketing (Housing Region 2), sales/rental transaction management, and oversight of the Borough's local housing rehabilitation program.

Standardized Request for Qualification (RFQ) specification documents, instructions, and mandatory submission forms have been posted and are available for download directly on the official municipal website at [www.fanwoodnj.org](http://www.fanwoodnj.org). Alternatively, digital copies of the full RFQ packet may be requested at no charge by contacting the Borough via email at [cagnello@fanwoodnj.org](mailto:cagnello@fanwoodnj.org). All qualification packages must be enclosed in a sealed envelope and clearly labeled on the outside: "BOROUGH OF FANWOOD – RFQ FOR COMPREHENSIVE AFFORDABLE HOUSING ADMINISTRATIVE AGENT – DO NOT OPEN".

Respondents are required to comply with all applicable public contracting laws, including the requirements of N.S.J.A. 10:5-31 et seq. and N.J.A.C. 17:27 (Affirmative Action and Equal Employment Opportunity), and must possess a valid New Jersey Business Registration Certificate (BRC) prior to contract award. This contract is being solicited and awarded through a fair and open process in accordance with N.J.S.A. 19:44A-20.5 and the Local Public Contracts Law, N.J.S.A. 40A:11-1 et seq.

The Borough Council reserves the right to reject any or all qualification packages, to waive minor immaterial informalities, or to accept the qualification(s) that, in the sole judgment of the Borough, best serve the public interest and the affordable housing administrative goals of Fanwood.

Courtney Agnello  
Borough Clerk