

LEGAL ADVERTISEMENT

REQUEST FOR PROPOSAL – GENERAL LEGAL SERVICES (Part I & Part II)

The Housing Authority of the City of Summit, New Jersey will accept proposals for "Legal Services" for the fiscal year 1-1-2012 to 12-31-2012 bids received no later than no later than 10:00 AM Wednesday December 7, 2011. It is the Housing Authority's desire to retain and employ a duly qualified Attorney to act as General Counsel in all legal matters which may arise in connection with the business and management of its various housing programs. All legal services must be provided in accordance with the existing rules, orders, directives and regulations promulgated by the United States Department of Housing and Urban Development, provided that such compliance is in the best interest of the Authority and is required by law.

Interested parties may bid Part I (General Legal Services) and/or Part II (Landlord Tenancy Matters).

SCOPE OF LEGAL SERVICES

Part I: General Legal Services

The scope of legal services being requested will be as follows and will pertain to all of the Housing Authority's programs (including, but not limited to: Public Housing, Capital Fund., Community Development and other programs):

- (a) Attend meetings of the Authority when requested.
- (b) Confer with, and advise the officers and employees on Authority related legal matters, when required.
- (c) Consult with parties having business with the Authority, on such business, when requested by the Authority.
- (d) Prepare contracts, legal instruments, legal documents, and other legal writings as may be required in the interest of the Authority
- (e) Review and approve the legality of contracts, legal instruments, legal documents and other written legal materials prepared by others and submitted to the Authority for action (including verification of all performance bonds).
- (f) Handle in an appropriate manner, all legal questions and matters arising out of or under legal contracts, legal instruments, legal documents, and other legal materials with or concerning the Authority.
- (g) Render legal opinions on all matters submitted by the Authority.
- (h) Perform all required legal work in connection with the financing of the Authority's programs, projects, or activities, excepting that legal work which may be required of a bond counsel.
- (i) Appear for and represent the Authority in all litigation matters, except extraordinary matters as may occur.
- (j) Coordinate all legal actions brought against the Authority, its officers and employees in conjunction with Authority business (including HUD approval of litigation).
- (k) Be responsible for advising the Housing Authority on all matters pertaining to the Open Public Meetings Act.
- (l) Be responsible for advising the Housing Authority on all matters concerning the New Jersey Local Public Contracts Law.

All costs associated with the items contained in the "Scope of Services; Part I: General Legal Services" will be covered by the basic retainer. Any item that is not contained in the basic retainer will require approval by the Board of Commissioners by motion or resolution, prior to being paid.

SCOPE OF LEGAL SERVICES
Part II: Landlord Tenancy Matters

- (a) Institute and bring to successful conclusion 8 eviction cases in Courts of original jurisdiction all actions for the recovery of possession of dwelling units or for the collection of rents and related charges.
- (b) Warrant requests and enforcement of judgments.

In the event of a stay hearing, a collection action or an appeal, compensation shall be set separately in such amount as may be agreed upon between the Authority and the Attorney, and, if necessary, approved by the Office of the Regional Counsel of the Department of Housing and Urban Development.

QUALIFICATIONS

- 1) Must be licensed to practice law in the State of New Jersey.
- 2) Should have experience representing other Housing Authorities and an understanding of HUD funded programs and related federal regulations.
- 3) Should be fully versed in New Jersey Local Public Contracts Law, New Jersey Open Public Meeting Act and State/Local Housing Authority Law.
- 4) Must be approvable by the United States Department of Housing and Urban Development.

PROPOSAL SUBMISSION

All qualified candidates interested in submitting a proposal for “*Part I: General Legal Services*” should submit a written proposal based upon a lump-sum retainer. All fees must be reasonable and contain an itemization of any requested reimbursables. The proposal should contain an hourly rate for all services which would be considered extraordinary in scope and outside the basic retainer. The basic retainer will cover all items outlined above in the “*Scope of Legal Services; Part I: General Legal Services*”. For “*Part II: Landlord Tenancy Matters*”, bid should include a comprehensive rate per eviction case for each such proceeding in which the Attorney is required to actually appear in court upon the advice and direction of the Authority, and should cover all items outlined above in “*Scope of Legal Services; Part II: Landlord Tenancy Matters*”.

A copy of the candidates resume should be attached to the proposal listing all previous experience and qualifications. All proposals should be sealed (envelope marked: "Proposal for Legal Services") and delivered to the Housing Authority of the City of Summit, 512 Springfield Avenue, Summit, New Jersey on or before December 9, 2009 by 10:00 A.M. A copy of the RFP, rating system and standard form of legal services contract are available at the office of the Housing Authority.

PROPOSAL REVIEW

All proposals will be reviewed according to the "Competitive Proposal" process outlined in the HUD Procurement Handbook 7460.8 and HUD Notice PIH 90-47. The Authority utilizes a proposal rating system that will be used to evaluate all proposals received in response to this R.F.P. All submissions must adhere to the NJ State Pay-To-Play Rules.

LOUIS A. RICCIO
Executive Director

Date: November 2, 2011

**LEGAL SERVICES; Part I: General Legal Services
PROPOSAL FORM**

(All items must be check marked and this certification submitted with proposal.)

- Attend meetings of the Authority when requested.
- Confer with, and advise the officers and employees on Authority related legal matters, when required.
- Consult with parties having business with the Authority, on such business, when requested to do so by the Authority.
- Prepare contracts, legal instruments, legal documents, and other legal writings as may be required in the interest of the Authority.
- Review and approve the legality of contracts, legal instruments, legal documents and other written legal materials prepared by others and submitted to the Authority for action (including verification of all performance bonds).
- Handle in an appropriate manner, all legal questions and matters arising out of or under legal contracts, legal instruments, legal documents, and other legal materials with or concerning the Authority.
- Render legal opinions on all matters submitted by the Authority.
- Perform all required legal work in connection with the financing of the Authority's programs, projects, or activities, excepting that legal work which may be required of a bond counsel.
- Appear for and represent the Authority in all litigation matters, except extraordinary matters as may occur.
- Give notice to, and consult with, the Authority's insurance carriers in all cases of injury to person or loss or damage to property involving the Authority.
- Coordinate all legal actions brought against the Authority, its officers and employees in conjunction with Authority business (including HUD approval of litigation).
- Update all Housing Authority policies in accordance with applicable rules, orders, laws and suggestion of the Housing Authority.
- Shall be responsible for advising the Housing Authority on all matters pertaining to the Open Public Meetings Act.
- Shall be responsible for advising the Housing Authority on all matters concerning the New Jersey Local Public Contracts Law.

**LEGAL SERVICES; Part II: Landlord Tenancy Matters
PROPOSAL FORM**

(All items must be check marked and this certification submitted with proposal.)

- Institute and bring to successful conclusion up to six eviction cases including all actions for the recovery of possession of dwelling units or for the collection of rents and related charges.
- Warrant requests and enforcement of judgments.