

HOUSING AUTHORITY OF THE CITY OF SUMMIT

"REQUEST FOR PROPOSALS"

FOR

PROFESSIONAL SERVICES

AS

GENERAL LEGAL COUNSEL

24-009

PROPOSALS ARE DUE

NO LATER THAN

11:30 am (Prevailing Time) ON TUESDAY, DECEMBER 12, 2023

Submit Proposals to: Keith Kinard
Executive Director
Housing Authority of the City of Summit
512 Springfield Avenue
Summit, N.J.07901

Background:

The Housing Authority of the City of Summit (the Authority) owns and manages 195 units of housing at three (3) development sites: Vito A. Gallo Senior Building, a 125-unit high rise building; Glenwood Place, a 40-unit family site; and Weaver Street, a 30-unit family site.

Operational funds are provided through an Annual Contributions Contract (ACC) between the Authority and the U.S. Department of Housing and Urban Development.

The Authority successfully converted all of its public housing units to Project Based Housing Vouchers under the Rental Assistance Demonstration Program (R.A.D.) effective January 1, 2018. A cooperation agreement has been executed with the Madison (NJ) Housing Authority to administer the Housing Choice Voucher subsidy payments.

Scope of Service:

The scope of general legal services requested is as follows and applies to all programs operated by the Summit Housing Authority. The contract period shall be January 1, 2024 through December 31, 2024.

- 1) Attend any regular or special meetings of the Board of Commissioners and any meetings with management staff or the Board of Commissioners, when requested by the Board or the Executive Director.
- 2) Give general legal advice and assistance to the Commissioners and staff of the Authority with respect to the business of the Authority.
- 3) Consult with parties having business with the Authority, on such business, when requested by the Authority.
- 4) Advise and assist the Authority in the preparation of all legal documents, policies, contracts, specifications, bonds, waivers, agreements and any other such legal drafting as may be required.
- 5) Identify omissions and deficiencies in current policies and assist in the development of policy updates, when requested, to comply with current HUD regulations and Authority requirements.
- 6) Revise and update tenant leases, as necessary, to conform to HUD regulations, Authority requirements and NJ State Law.
- 7) Review and render a legal opinion concerning any contracts, legal instruments, legal documents and other written legal materials prepared by others and submitted to the Authority for action, including bid submittals and verification of all performance bonds.

- 8) Provide notice to and consult with the Authority's insurance carriers in all cases of injury or damage to persons or property involving the Authority.
- 9) Review and advise on all documents pertaining to the temporary or permanent financing related to all properties managed by the Authority.
- 10) Appear and represent the Authority in court in all litigated matters, except extraordinary matters as may occur.
- 11) Coordinate all legal actions brought against the Authority, its officers and employees in conjunction with Authority business (including HUD approval of litigation).
- 12) Advise the Housing Authority on all matters concerning the Local Public Contracts Law and the Open Public Meetings Act.

Qualifications and Experience Requirements:

Indicate the professional experience of your firm and its personnel. Include the experience or abilities of your firm, its principals, staff and facilities which will be of special importance and used on this engagement. Proposal must specifically address the following:

- 1) A broad and practical knowledge of HUD rules, regulations, requirements, law and related procedures and experience representing clients in connection with same. Working knowledge of the NJ Local Public Contracts Law, construction law, public financing law, redevelopment law, employment law (including N.J. Civil Service Law) and experience in implementing its provisions.
- 2) Licensed to practice law in the State of New Jersey.
- 3) A Business Registration certificate issued by the State of New Jersey.
- 4) A minimum of five (5) years' experience relating to the business of managing Public Housing or property management. Resumes of Principals (Partners) and other staff to be engaged on this assignment.
- 5) Strong analytical, interpretive, oral and written communication skills, particularity relating to housing and urban development matters.
- 6) Skills, capabilities and work experience of a level that will assure the completion of requested work in a timely and satisfactory manner.
- 7) Listing of current contracts with other housing authorities, related agencies or municipalities where the firm or individual serves as legal counsel.

- 8) A certified statement neither any individuals of the firm nor the firm itself are debarred, suspended or otherwise prohibited from professional practice by any Federal, State or Local agency.
- 9) Provide evidence of professional liability insurance.
- 10) A Non-Collusion Affidavit.
- 12) Price Proposal

Selection Criteria:

The Authority will evaluate proposals based on the following criteria:

A: Qualifications/Experience: 0 to 55 points

Demonstrated experience and availability of the offer's team, including specific professionals and employees. Inclusive, but not limited to, this listing shall be information regarding the experience and educational background of the professional and administrative personnel who will be made available to perform these services.

Identify the attorney who will be primarily responsible for work under this contract and those attorneys who will be available in the absence of the primary attorney.

B: Ability to meet 20% Minority Business Enterprise: 0 to 5 points

State the extent to which the firm will be able to meet the Minority Business Enterprise goal of 20% of the value of this professional service contract. Provide certification of a Minority Business Enterprise firm.

C: Interview: 0 to 20 points

A maximum of three (3) of the most favorable proposers in terms of qualifications, experience and price may be requested to schedule an appointment for a personal interview at the Authority.

D: Cost of Service: 0 to 20 points

The offers proposed annual fee.

TOTAL

100 points

Proposal Submissions:

Only sealed proposals in an envelope marked "2024 General Legal Services" will be accepted no later than 11:30 am (prevailing time) on Tuesday, December 12, 2023 at the Summit Housing Authority, 512 Springfield Avenue, Summit NJ 0790, Attention: Keith Kinard, Executive Director.

No proposal shall be withdrawn for a period of sixty (60) days without the written consent of the Authority. The Authority reserves the right to reject any or all proposals and to waive any informalities in the proposal process.

No late proposals will be accepted.

11/7/2023

BID SHEET

Fee Proposal:

- 1) Annual Fee for General Legal Services:
To be paid in Monthly Retainer Installments _____

- 2) Hourly Rates for any work beyond the Scope of Services:
 - Partner - _____
 - Other Attorney - _____
 - Clerical _____