

REQUEST FOR PROPOSALS

LEGAL SERVICES

Term: 4/1/22-3/31/23

Due: 1/6/22 by 11:00 AM

Housing Authority of the Town of Secaucus
700 County Avenue
Secaucus, New Jersey 07094

REQUEST FOR PROPOSAL

The Housing Authority of the Town of Secaucus, New Jersey will accept proposals for "Legal Services" for the fiscal year 4-1-2022 to 3-31-2023. 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.

1. SCOPE OF 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: Section 8 Programs, both Tenant Based and Project Based, Community Development and other programs):

- (a) Attend meetings of the Authority when requested.
- (b) Supervise drafting of all resolutions of the Authority.
- (c) Supervise, as to legality, the official minutes of the Authority's meetings.
- (d) Confer with, and advise the officers and employees on Authority related legal matters, when required.

- (e) Consult with parties having business with the Authority, on such business, when requested to do so by the Authority.
- (f) Prepare contracts, legal instruments, legal documents, and other legal writings as may be required in the interest of the Authority.
- (g) 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).
- (h) 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.
- (i) Render legal opinions on all matters submitted by the Authority.
- (j) 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.
- (k) Provide legal advice, assistance, and counsel in all actions arising at the Housing Authority.
- (l) Appear for and represent the Authority in all litigation matters, accept extraordinary matters as hereafter provided;

- (m) 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.
- (n) Coordinate all legal actions brought against the Authority, its officers and employees in conjunction with Authority business (including HUD approval of litigation).
- (o) Update all Housing Authority policies in accordance with applicable rules, orders, laws and suggestion of the Housing Authority.
- (p) Shall be responsible for advising the Housing Authority on all matters pertaining to the Open Public Meetings Act.
- (q) Shall be responsible for advising the Housing Authority on all matters concerning the New Jersey Local Public Contracts Law.

2. SCOPE OF LEGAL SERVICES TENANT MATTERS

The scope of legal services being requested will be as follows and will pertain to the Housing Authority's Section 8 Programs - both Tenant Based and Project Based.

- (a) Handle all tenant related matters concerning evictions for any reason (i.e., nonpayment of rent, health & sanitary, property damage, lease violations, etc.).
- (b) Prepare and send all Notices to Cease & Quit.
- (c) Prepare all correspondence concerning lease violations.
- (d) Confer with, and advise the officers and employees on

tenancy matters.

- (e) File all necessary court documents to execute eviction or settlement.
- (f) File all legal documents in a timely manner.
- (g) Confer with all witnesses and other necessary parties to effectively settle tenancy matters.
- (i) Handle all requests for "reasonable Accommodations" under the American with Disability Act (ADA).

All costs associated with the items contained in the "Scope of Services" will be covered by the basic monthly retainer. The retainer shall include 4 court related and 4 non-court related tenancy matters. 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. These matters will be billed at the attorney's hourly rate contained in the proposal.

All costs associated with the items contained in the "Scope of 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.

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 "Legal Services" should submit a written proposal based upon a lump-sum retainer (include hourly rate for "Other Services"). All fees must be reasonable and contain an itemization of any requested reimbursables. The proposal should contain an hourly rate for all services that would be considered extraordinary in scope and outside the basic retainer. The basic retainer will cover all items contained in the "Scope of Services" (see "Scope of Legal Services"). A copy of the candidates resume should be attached to the proposal listing all previous experience and qualifications. In addition the proposal must include a copy of the Business Registration Certificate issued by the New Jersey Department of Treasury and Certificate of Insurance that designates the Secaucus Housing Authority as additional insured. All proposals should be sealed (envelope marked: "Proposal for Legal Services") and delivered to the Housing Authority of the Town of Secaucus, 700 County Avenue, Secaucus, New Jersey on or

before Thursday, January 6, 2022 by 11:00 A.M.

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. The Authority reserves the right in its sole judgement to reject for any reason any and all responses and components thereof, and to eliminate any and all Respondents responding to this RFP and from further consideration for this procurement. This solicitation is being undertaken as "Fair and Open" in accordance with N.J.S.A. 19:44A-20.4 et seq.

Christopher W. Marra
Executive Director

Date: 12/1/21

COMPETITIVE PROPOSAL EVALUATION SYSTEM

Prepared by:

Type of Service: Legal Services

Name/Address of Respondent:

- 1) Demonstrated experience and competence in this type of work (20 Points).
- 2) Familiarity with the Secaucus Housing Authority's Programs in specific and HUD rules and regulations in general (30 Points).
- 3) Capability and capacity to accomplish work within the required time period (30 Points).
- 4) Geographic location of the firm relative to the proximity to the Housing Authority (10 Points).
- 5) Specialized experience of key personnel in Housing Authority Programs (20 Points).
- 6) Firm's Equal Opportunity Policy. Each bidder must ensure that all employees and applicants for employment are not discriminated against because of race, color, religion, sex or national original (10 Points).
- 7) Price (10 Points)

Total Point Score:

Narrative Review of Proposal:

Legal Advertisement

REQUEST FOR PROPOSALS

The Housing Authority of the Town of Secaucus, New Jersey will accept proposals for the following services:

"Legal Services"

It is the Housing Authority's desire to retain a duly qualified, competent and capable Attorney. All services must be in accordance with the existing laws, rules, orders, directives and regulations governing these services.

The Request for Proposals (RFP) may be obtained at the Housing Authority office 700 County Avenue, Secaucus, New Jersey 07094 or downloaded from the Authority's website at www.secaucusha.org. The RFP specifies the scope of the services and the requirements for submitting proposals.

All proposals must be submitted the office of the Housing Authority of the Town of Secaucus, 700 County Avenue, Secaucus, New Jersey on or before January 6, 2022 by 11:00 AM.

The Housing Authority reserves the right to reject any and all proposals received for these services. It also reserves the right to terminate the contract, for convenience, at any time during the term of the contract. This solicitation is being made as "Fair and Open" in accordance with N.J.S.A. 40A:19A-20.4 et seq.

Christopher W. Marra

Executive Director

Date: 12/10/21