

Request For Proposals

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

“Ordinary 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.

All persons interested in submitting a proposal for legal services should contact the Housing Authority of the Town of Boonton to receive a copy of the formal Request for Proposals. The RFP specifies the scope of the services and the requirements for submitting proposals

All Proposals must be submitted to the office of the Housing Authority of the Town of Boonton, 125 Chestnut Street, Boonton, New Jersey on or before December 27, 2022, by 10:00 AM along with a payment for \$25.00 (check or money order written to Boonton Housing Authority) that is nonrefundable.

The Housing Authority reserves the right to reject 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.

Sherry Sims

Executive Director

Date:

REQUEST FOR PROPOSALS
ORDINARY LEGAL SERVICES

Term:

Due:

INDEPENDENT ENTITY SERVICES

Term: 01/01/2023-12/31/2023

Due: 12/26/2022 by 10:00 AM

Housing Authority of the Town of Boonton

125 Chestnut Street

Boonton, New Jersey 07005

Request for Proposal

The Housing Authority of the Town of Boonton, New Jersey will accept proposals for "Ordinary Legal Services" for the period of year as well as an option year at the discretion of the Authority. 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 Program, and Community Development programs):

- (a) Attend meetings of the Authority.
- (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 Authority, on such business, when requested to do so by the Authority.
- (f) Review 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 bond counsel.
- (k) Provide legal services in all tenancy actions.
- (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.

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 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. All proposals should be sealed (envelope marked: “Proposal for Ordinary Legal Services”) and delivered to the Housing Authority of Boonton, 125 Chestnut Street, Boonton, New Jersey on or before Tuesday, December 26, 2022, by 10:00 AM.

PROPOSAL REVIEW

All proposals will be reviewed according to a “Competitive Proposal” Process. The Authority utilizes a proposal rating system that will be used to evaluate all proposals received in response to this R.F.P. This solicitation is being undertaken as “Fair and Open” in accordance with N.J.S.A 19:44A-20.4 et seq..

Sherry Sims
Executive Director
Date()

COMPETITIVE PROPOSAL EVALUATION SYSTEM

Prepared by:

Type of Service: Ordinary Legal Services

Name/Address of Respondent:

- 1) Demonstrated experience and competence in this type of work (15 Points).
- 2) Familiarity with the Boonton Housing Authority's Programs in specific and HUD and New Jersey rules and regulations (25 Points)
- 3) Capability and capacity to accomplish work within the required time period (20 Points)
- 4) Specialized experience of key personnel in Housing Authority Programs (20 Points)
- 5) 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 origin (10 Points).
- 6) Price (10 Points)

Total Points Scored:

Narrative Review of Proposal:
