

HARRISON HOUSING AUTHORITY

**REQUEST FOR PROPOSALS FOR
GENERAL AND TENANCY COUNSEL
LEGAL SERVICES**

**PROPOSALS MUST BE SUBMITTED BY
12:00 NOON EST ON FEBRUARY 25, 2010 TO:**

**MR. MICHAEL RODGERS
EXECUTIVE DIRECTOR
HARRISON HOUSING AUTHORITY
HARRISON & SCHUYLER AVENUE
HARRISON, NEW JERSEY 07029**

TABLE OF CONTENTS

	<u>PAGE #</u>
SCOPE OF SERVICES REQUESTED	1
PROPOSAL REQUIREMENTS	3
PROPOSAL SUBMISSION	4
QUALIFICATIONS	5
INTERVIEW	5
EVALUATION CRITERIA	6
COMPETITIVE PROPOSAL EVALUATION SYSTEM	6

REQUEST FOR PROPOSALS FOR GENERAL LEGAL SERVICES

The HARRISON HOUSING AUTHORITY (HHA) requests proposals from qualified parties for the provision of the following General and Tenancy Counsel Legal Services, to be performed over a time period of one year, beginning **April 1, 2010** through **March 31, 2011**.

SCOPE OF SERVICES REQUESTED

The services that are requested will be as follows and will relate to all of the HHA's programs including, but limited to, management of two (2) Public Housing developments (268 units):

1. Attendance at meetings with HHA, the Harrison Housing Authority and HUD staff, Independent Auditors, and HHA's Board as requested by the Executive Director.
2. Conferring with and advising the Executive Director and Board on legal matters when requested.
3. Advice and assistance to HHA in the preparation of all legal documents, papers, contract specifications, bonds, waivers and such other legal drafting as may be required from time to time.
4. Appearance for and representation of HHA in all routine litigation. A case shall be considered "routine" if it does not require substantial litigation services. Whenever the Attorney is of the opinion that litigation is not routine, HHA shall be notified promptly. If it is in agreement with the Attorney's opinion, HHA shall retain special litigation counsel in compliance with 24 CFR Part 85.
5. Approval of the legality of contracts.
6. Handling of all legal questions and matters arising under contracts of HHA and rendering of legal opinions on all matters submitted by HHA.
7. Giving notice to and consulting with the HHA's Insurance Carriers in all cases of injury to person or property involving HHA.
8. Review and approval of all documents pertaining to Temporary and Permanent Financing relating to all projects covered by this Agreement.
9. Represent the HHA in the appropriate court, in all non-payment of rent cases, One-Strike violation cases, lease violation cases, (including income reporting issues), orders to show cause, implementation of stipulations of settlement, Defiant Trespass cases.

PROPOSAL REQUIREMENTS:

1. Proposals shall be submitted on the company letterhead, and signed by the owner or an executive officer of the firm. Interested firms should have at least five (5) years experience.
2. Proposals shall contain a copy of the organization's/firm's "Business Registration Certificate" issued by the Division of Revenue (mandatory).
3. Incorporation certification or affidavit stating the date the partnership was established, including the names and addresses of corporate ownership/partners.
4. There needs to be a **FOUR-WEEK TERMINATION CLAUSE IN ALL CONTRACTS.**
4. Description of the company and three references should be included.
5. Professional licenses and qualifications, including resumes, of all personnel that will be dealing with this contract.
6. Include details of landlord/tenant experience. Include percentage of landlord/tenant workload as it relates to total case volume. Indicate success rate in court appearances.
6. A schedule of hourly rates must be provided for all categories of staff who will be assigned to perform the above services if a contract is awarded; and other charges, if any, must be specified.
7. Each company submitting a proposal shall execute an affidavit to the effect that he or she has not colluded with any other person, firm or corporation in regard to any proposal submitted. Such affidavit shall be attached to the proposal.
8. Certified statement that neither the firm nor members of the firm or individual are debarred, suspended or otherwise prohibited from professional practice by any Federal, State or local oversight, regulatory or law enforcement authority.
9. Statement that the firm or individual is financially sound and has financial resources sufficient to successfully execute this agreement.
10. Evidence of all appropriate and applicable insurance coverage carried by the firm or individual, including policy coverage periods. The HHA must be named as additionally insured.
11. Statement that the firm operated in full compliance with all applicable civil rights and non-discrimination statutes, executive orders, rules and regulations.

12. Each bidder is required to submit four (4) signed copies of their proposal at the time and date specified. Failure to include any of the above information or a proposal received after the appointed time will result in the rejection of a proposal. Each request for interpretation as to the meaning of specifications shall be FAXED to Mr. Michael Rodgers, Executive Director, HARRISON HOUSING AUTHORITY, Schuyler and Harrison Avenues, Harrison, New Jersey, 07029 (973) 483-4277. Every addendum, if issued, will be sent promptly as it is practicable to each person to whom the proposal and specifications have been issued. All such addendums shall become part of the proposal documents. Failure of HHA to send, or any proposer to receive any such addendums or interpretations shall not relieve any proposer from an obligation under his proposal as submitted.
13. The Executive Director will review proposals and make recommendations to the Board of Commissioners. The Board reserves the right to award the contract to the responsible proposer whose qualifications, price and other factors considered are the most advantageous to the HHA.
14. HHA reserves the right to waive any informalities and to reject any and all proposals. No proposal may be withdrawn after **12 noon EST, March 5, 2010**. Proposals may be withdrawn prior to the above date either in person or by mail.
15. All persons submitting a proposal are encouraged to contact HHA in an effort to personally review the management operations of the Authority.

PROPOSAL SUBMISSION:

Proposals should be delivered, on or before **12 noon EST, February 25, 2010** to:

Mr. Michael Rodgers, PHM
Executive Director
Harrison Housing Authority
Harrison & Schuyler Avenues
Harrison, New Jersey 07029

Please mark the envelope: "RFP Legal Services" and include return address.

QUALIFICATIONS AND EXPERIENCE REQUIREMENTS:

The descriptions of respondent's qualifications and experience shall evidence/demonstrate the respondent possesses the following:

1. A broad and practical knowledge of HUD rules, regulations, requirements, law and related procedures and Local Public Contract Guidelines and Regulations, and experience in implementing same.
2. Strong analytical, interpretive, and oral and written communication skills, particularly with regard to housing and urban development matters, and experience in applying same.
3. Skills, capabilities and work experience of a level that would assure completion of the above scope of work in a timely and satisfactory manner.
4. If required, necessary licenses, registrations and/or certifications.
5. Certification that the firm/individual is not debarred.
6. Only firms/individuals with a minimum of five (5) years of real estate legal experience, including landlord/tenant experience, will be considered.
7. Court experience representing Public Housing Authorities in non-payment of rent cases, One-Strike violation cases, lease violation cases, (including income reporting issues), orders to show cause, implementation of stipulations of settlement and Defiant Trespass cases.
8. Experience in public housing and not-for profit corporations will be weighed higher.

INTERVIEW

The most favorable proposers in terms of qualification and cost may be requested to schedule an appointment for a personal interview at HHA.

EVALUATION CRITERIA

All proposals will be reviewed according to the "Competitive Proposal" process, as outlined in the HUD Procurement Handbook 7460.8 Rev. #2 and the HHA Procurement Policy (June 2009) "Evaluation Criteria for RFPs". Attached is the proposal rating system, which will be used to evaluate all proposals reviewed in response to this RFP.

COMPETITIVE PROPOSAL EVALUATION SYSTEM

PROFESSIONAL SERVICES

Type of Service: **GENERAL AND TENANCY COUNSEL LEGAL SERVICES**

Name/Address of Respondent: _____

- 1) Demonstrate experience and competence in this type of work. (30 points)
- 2) Familiarity with the Harrison Housing Authority Programs in specific and HUD rules and regulations in general. (20 points)
- 3) Capability and capacity to accomplish work within the required time period. (10 points)
- 4) Geographic location of the firm relative to the proximity to the HHA. (10 points)
 Firm's Equal Opportunity Policy.
- 5) 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 (20 points)

TOTAL POINT SCORE: _____

Narrative Review of Proposal: