

Housing Authority of the Township of Edison

REQUEST FOR PROPOSALS

General Legal Services

The Housing Authority of the Township of Edison, New Jersey, hereinafter referred to as the “Authority”, will accept proposals for “General Legal Services” for a 12 month period commencing **November 1, 2019 to October 31, 2020**. It is the Housing Authority’s desire to retain and employ a duly qualified attorney to act as General Counsel for the Authority 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 existing rules, orders, directives and regulations promulgated by the United States Department of Housing & Urban Development, the laws of the State of New Jersey, provided that such compliance is in the best interest of the Authority.

The scope of the General Legal Services being requested will relate to all of the Authority’s programs (including, but not limit to, Public Housing, Section 8 Housing, Capital Fund Program, Leveraging and Shelter Plus Care Grant). All services required of the Attorney are found on the Edison Housing Authority website under “Procurement” as ***Agreement for Legal Services***. All respondents shall complete the ***Agreement*** by completing the information (including fees proposed) in the spaces provided and originally executing two (2) original copies of each ***Agreement***. Respondents will be required to submit both originally executed copies of the Agreement and include a detailed letter and resume stating their qualifications to serve as the Authority’s Attorney, that they meet, to the Authority’s satisfaction, the threshold qualifications stated below.

Threshold Qualifications

1. Must be licensed to practice law in the State of New Jersey
2. Should have experience representing housing authorities and an understanding of HUD funded programs and related federal regulations
3. Should be fully versed in New Jersey Public Contracts Law, New Jersey Open Public Meetings Act, and State and Local Housing Authorities Law.
4. Must be approvable by the U.S. Department of Housing & Urban Development.

Proposal Submission

All qualified candidates interested in submitting a proposal for “General Legal Services” must submit two completed and executed copies of the *Agreement of Legal Services*, as well as a detailed resume and cover letter demonstrating the candidate meets the threshold requirements of this RFP.

All proposals should be sealed and mailed or hand-delivered on or before **October 29, 2019** 10:00 A.M. Envelopes should be addressed as follows

Deborah M. Hurley, Executive Director
Housing Authority of the Township of Edison
14 Rev. Samuel Carpenter Boulevard
Edison, New Jersey 08820

Attn: **“PROPOSAL FOR LEGAL SERVICES”**

Office hours are: Monday through Friday (excluding holidays)
8:30 A.M. to 4:30 P.M.

Office Telephone: (908) 561-2525

Proposal Review

All proposals will be reviewed in accordance with the “Competitive Proposal” process outlined in the HUD Procurement Handbook 7460.8 Rev. 1 and HUD Notice PIH 90-47 as well as the Authority’s professional services evaluation criteria.

The Authority retains the right to reject any and all proposals or award a contract for performance of the above-cited services to the offeror whose proposal is most advantageous to the Authority, taking into consideration the evaluation factors set in the proposal package.

Deborah M. Hurley
Executive Director