

Housing Authority of the Township of Edison

REQUEST FOR PROPOSALS

Labor Counsel Legal Services

The Housing Authority of the Township of Edison, New Jersey, hereinafter referred to as the “Authority”, will accept proposals for “Labor Counsel Legal Services” for two (2) years commencing, **December 1, 2021 to November 30, 2023**. It is the Authority’s desire to retain and employ a duly qualified attorney to act as Labor Counsel for the Authority in all legal matters which may arise in employment and labor matters in connection with 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 and are required by law.

The Authority currently employs a staff of 9 people of which 3 are represented by a union.

The scope of the Labor Counsel being requested will relate to union, and all personnel of the Housing Authority. All services required of the Attorney are found on the Edison Housing Authority website: www.edisonha.org under “Procurement” as ***Agreement for Legal Services for Labor Counsel***.

Sealed proposals must be submitted by **10:00 a.m. on Tuesday, November 16, 2021** at the Authority offices located at 14 Rev. Samuel Carpenter Blvd. Edison, NJ 08820. The Authority is an equal opportunity employer and does not discriminate on the basis of race, color, national origin, sex, religion, age or handicap status in the employment or procurement of services. Offerors are required to comply with NJAC 17:27. The Authority reserves the right to reject any and all proposals.

The proposal is being solicited through a fair and open process in accordance with NJSA 19:44A-20.4.

Threshold Qualifications

1. Must be licensed to practice law in the State of New Jersey.
2. Must be well versed in the New Jersey laws and regulations regarding collective bargaining units and agreements and related matters.
3. Must be approvable by the U.S. Department of Housing & Urban Development.
4. Should have experience in public sector labor law, including negotiations with collective bargaining units, grievance hearings, employee discipline and separation and related personnel matters.

Proposal Submission

All qualified candidates interested in submitting a proposal for “Labor 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 **Tuesday, November 16, 2021, 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 evaluated, rated and ranked in accordance with the evaluation criteria set for in the RFP package.

The Authority retains the right to reject any and all proposals or award a contract for performance of the above-cited services to the offer or whose proposal is most advantageous to the Authority.

Deborah M. Hurley, C-PHM
Executive Director

**HOUSING AUTHORITY OF THE TOWNSHIP OF EDISON
RFP for LABOR COUNSEL LEGAL SERVICES**

I. TECHNICAL SPECIFICATIONS

RESPONSIBILITIES AND DUTIES OF LABOR COUNSEL

Labor counsel provides the following services:

1. **Contract Negotiations:** Through collective bargaining, the Authority engages in contract negotiations every 1 to 4 years with the AFSCME union. Labor Counsel assists management with negotiations to ensure fair contracts are struck while advancing the goals of the organization.
2. **Grievances & Arbitration:** Labor counsel provides advice regarding contract interpretation and grievance processing and provides representation in arbitration hearings on behalf of the Authority.
3. **Personnel:** The Authority values all aspects of the employment lifecycle. Labor counsel assists the Authority in achieving this goal by ensuring the organization follows evolving laws related to hiring, management, employee benefits, workplace safety and as necessary, termination.
4. **Investigations & Litigation:** While the Authority is fortunate to have not experienced many workplace conduct or other employment-related issues, labor counsel assists the Authority in internal investigations and litigation as necessary.
5. **Policy & Procedures:** The Authority strives to ensure its policies and procedures reflect best practices and current laws. Labor counsel ensures the Authority is made aware of changes in labor and employment law and best practices that impact the organization.
6. As requested, Labor Counsel may attend board meeting or committee meetings of the Board of Commissioners

II. SELECTION PROCESS

1. The contract will be awarded to the offeror submitting the proposal which is most advantageous to the Authority considering price and other criteria as determined by the Authority in accordance with the Evaluation Factors contained in Section III below.
2. The proposal must include the resumes of the individual(s) who propose to represent the Authority and at least five recent references (housing authorities most preferred, similar businesses next preferred) which contain business name, address, telephone number and name of contact person. The Authority may contact any and all references to verify or clarify knowledge and or experience in evaluated areas as demonstrated with other clients.

III. EVALUATION PROCESS-COMPETITIVE PROPOSAL EVALUATION SYSTEM

All proposals will be evaluated by the Authority in accordance with the following factors and requirements:

FACTORS:

POINTS:

1. Specific experience representing public sector and other clients negotiating with collective bargaining units 40

Scoring of this evaluation factor shall be based on evidence of experience in the following areas:

- a. Applicable laws and regulations relating to collective bargaining units.
- b. Experience negotiating with collective bargaining units.
- c. Experience in providing with respect to contract interpretation grievance hearings.

2. Specific experience representing employees in general personnel matters 30

Scoring of this evaluation factor shall be based on evidence of experience in the following areas:

- a. Advising the Authority with respect to applicable laws and regulations regarding hiring, management, workplace benefits and separation.
- b. Conducting internal investigations of personnel matters
- c. Providing advice and reviewing the authority personnel policies and procedures.

3. Price. 30

- a. Proposers shall submit an annual fee that will represent the full compensation for services to be rendered under this contract for each of two years under the contract.
- b. Counsel shall include an hourly rate for collective bargaining negotiations

IV. SUBMISSION REQUIREMENTS

1. Interested firms shall submit two counterparts of their proposal and two originally executed counterparts of Agreement for Legal Services in a sealed envelope mailed or hand-delivered on or before **Tuesday, November 16, 2021, 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**

The proposals must be sealed in an envelope clearly marked “Legal Services-Do not open before 10:00 a.m. on 11/16/21 with the Respondent’s name, address, telephone number and fax number.

2. The resumes of the individual(s) who propose to represent the Authority and at least five recent references (housing authorities most preferred, similar businesses next preferred) which contain business name, address, telephone number and name of contact person. The

Authority may contact any and all references to verify or clarify knowledge and or experience in evaluated areas as demonstrated with other clients.

3. Detailed explanations of evaluation factors 1-3 under part III above.
4. A signed Stockholder Disclosure Certification.
5. A signed Non-Collusion Affidavit.
6. A Business Registration Certificate
7. Two completed counterparts of the Agreement for Legal Services with original signatures.