

REQUEST FOR PROPOSALS

SPECIAL LEGAL SERVICES Redevelopment

Proposals Due by:
Thursday, July 6th, 2023
By 10:00 AM

Hackensack Housing Authority
65 First Street
Hackensack, New Jersey 07601
201 342-4280

REQUEST FOR PROPOSAL

The Housing Authority of the City of Hackensack, New Jersey will accept proposals for "Special Legal Services" for the construction of an affordable housing project located on Kansas Street in Hackensack, New Jersey. It is the Housing Authority's desire to retain and employ a duly qualified Attorney to act as Special Counsel in all legal matters which may arise in connection with the development of an affordable housing project. 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 SPECIAL LEGAL SERVICES

The scope of legal services being requested will be as follows and will pertain to the planning & development of an affordable housing project consisting of between 30 to 40 units:

- (a) Review the RAD Use Agreement to determine what approvals are necessary to subdivide 60 Kansas Street according to a survey being prepared by the Housing Authority.
- (b) Make an application to HUD for the approval of the subdivision of the property and acquisition by a non-profit entity as established by the Housing Authority.
- (c) Prepare and obtain approvals of all easements necessary to construct the project.

- (d) Apply for and obtain a subdivision of the property from the City of Hackensack including any variance that might be necessary.
- (e) Create a new non-profit corporation to which the excess property will be conveyed.
- (f) Prepare all documents necessary to convey the excess property to the non-profit.
- (g) Prepare all developer agreements, management agreements and other documents between the Housing Authority and the newly formed non-profit.
- (h) Research and issue a written opinion on procurement and bidding requirements of the non-profit corporation. Specifically, whether the construction contract must be publicly bid or can be negotiated.
- (i) Attend meetings of the Authority when requested.
- (j) Other legal work as directed and related to the planning and development of this project.

All costs associated with the items contained in the "Scope of Services" will be based upon hourly rates with a not-to-exceed limit. 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 in handling similar developments.

- 3) 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. Payments for the basic retainer will be paid monthly. 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. Extraordinary services must be pre-approved by the resolution of the Board of Commissioners. The basic retainer will cover all items contained in the "Scope of Services" (see "Scope of Legal Services"). A copy of the candidate's resume should be attached to the proposal listing all previous experience and qualifications. All proposals should be sealed (envelope marked: "Proposal for Legal Services") and delivered to the Housing Authority of the City of Hackensack, 65 First Street, Hackensack, New Jersey on or before Thursday, July 6th 2023 by 10:00 A.M.

A copy of the RFP, rating system and standard form of legal services contract are available at the office of the Housing Authority. The following items must be submitted with the proposal:

- 1) Proposal Submission Sheet;

2) Listing of similar projects that the firm has previously completed;

3) Listing of references;

4) Evidence that the firm is licensed in the State of New Jersey;

5) An insurance certificate indicating that the firm has professional liability insurance.

6) Valid New Jersey Business Registration Form

7) Non-Collusive Affidavit

6) Certification that neither the firm nor any of the principals have been suspended or debarred from participation in HUD Programs.

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.

This Request for Proposals is being made as a "fair and open" solicitation in accordance with the New Jersey "Pay to Play" requirements.

ANTHONY FEORENZO
Executive Director

COMPETITIVE PROPOSAL EVALUATION SYSTEM

Prepared by:

Type of Service: Special Legal Services

Name/Address of Respondent:

- 1) Demonstrated experience and competence in this type of work (20 Points).
- 2) Familiarity with the Hackensack 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:

PROPOSAL FOR SPECIAL LEGAL SERVICES

Hackensack Housing Authority
65 First Street
Hackensack, New Jersey 07601
(201 342-4280)

Firm Name:

Address:

Telephone #

Contact Person:

Email Address:

The undersigned proposes to furnish and deliver the above services pursuant to the scope of services and made part hereof:

Hourly Rates: \$
(Attach separate sheet if necessary)

*Not to exceed Amount: \$

Signature of Authorized agent

Name OF Authorized Agent

Date: _____

*The not to exceed amount includes all work contained in the Scope of Services. If additional services are necessary, they must be approved by the Housing Authority prior to undertaking any work.

Legal Advertisement

REQUEST FOR PROPOSALS

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

"Special Legal Services"

It is the Housing Authority's desire to retain a duly qualified, competent and capable attorney to assist in developing an affordable housing project in the City of Hackensack. All services must be in accordance with the existing laws, rules, orders, directives and regulations governing these services and supplies.

All firms interested in submitting a proposal for legal services should contact the Housing Authority of the City of Hackensack in order 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 the office of the Housing Authority of the City of Hackensack, 65 First Street, Hackensack, New Jersey on or before Thursday, July 6th 2023 by 10:00 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 vendor, for convenience, at any time during the term of the contract.

This solicitation is being undertaken in accordance with NJSA 1944.4 et seq. as a "fair and open" competitive process and in compliance with the rules and restrictions set forth by the State's Local Pay to Play law.

ANTHONY FEORENZO
Executive Director

NON-COLLUSION AFFIDAVIT

State of New Jersey
County of _____

ss:

I, _____ residing in _____
(name of affiant)

(name of municipality)
in the County of _____ and State of _____ of full age,
being duly sworn according to law on my oath depose and say that:

I am _____ of the firm of _____
(title or position) (name of firm)

_____ the bidder making this Proposal for the bid

entitled _____, and that I executed the said proposal with
(title of bid proposal)

full authority to do so that said bidder has not, directly or indirectly entered into any agreement,
participated in any collusion, or otherwise taken any action in restraint of free, competitive bidding in
connection with the above named project; and that all statements contained in said proposal and in this
affidavit are true and correct, and made with full knowledge that the _____

_____ relies upon the truth of the statements contained in said Proposal
(name of contracting unit)

and in the statements contained in this affidavit in awarding the contract for the said project.

I further warrant that no person or selling agency has been employed or retained to solicit or secure such
contract upon an agreement or understanding for a commission, percentage, brokerage, or contingent
fee, except bona fide employees or bona fide established commercial or selling agencies maintained by
_____.

Subscribed and sworn to

before me this day

Signature

_____, 2____

(Type or print name of affiant under signature)

Notary public of

My Commission expires _____

(Seal)

EXHIBIT A

**MANDATORY EQUAL EMPLOYMENT OPPORTUNITY LANGUAGE
N.J.S.A. 10:5-31 et seq. (P.L. 1975, C. 127)
N.J.A.C. 17:27**

GOODS, PROFESSIONAL SERVICE AND GENERAL SERVICE CONTRACTS

During the performance of this contract, the contractor agrees as follows:

The contractor or subcontractor, where applicable, will not discriminate against any employee or applicant for employment because of age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex. Except with respect to affectional or sexual orientation and gender identity or expression, the contractor will take affirmative action to ensure that such applicants are recruited and employed, and that employees are treated during employment, without regard to their age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex. Such action shall include, but not be limited to the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the Public Agency Compliance Officer setting forth provisions of this nondiscrimination clause.

The contractor or subcontractor, where applicable will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex.

The contractor or subcontractor, where applicable, will send to each labor union or representative or workers with which it has a collective bargaining agreement or other contract or understanding, a notice, to be provided by the agency contracting officer advising the labor union or workers' representative of the contractor's commitments under this act and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

The contractor or subcontractor, where applicable, agrees to comply

with any regulations promulgated by the Treasurer pursuant to N.J.S.A. 10:5-31 et seq., as amended and supplemented from time to time and the Americans with Disabilities Act.

The contractor or subcontractor agrees to make good faith efforts to employ minority and women workers consistent with the applicable county employment goals established in accordance with N.J.A.C. 17:27-5.2, or a binding determination of the applicable county employment goals determined by the Division, pursuant to N.J.A.C. 17:27-5.2.

The contractor or subcontractor agrees to inform in writing its appropriate recruitment agencies including, but not limited to, employment agencies, placement bureaus, colleges, universities, labor unions, that it does not discriminate on the basis of age, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex, and that it will discontinue the use of any recruitment agency which engages in direct or indirect discriminatory practices.

The contractor or subcontractor agrees to revise any of its testing procedures, if necessary, to assure that all personnel testing conforms with the principles of job-related testing, as established by the statutes and court decisions of the State of New Jersey and as established by applicable Federal law and applicable Federal court decisions.

In conforming with the applicable employment goals, the contractor or subcontractor agrees to review all procedures relating to transfer, upgrading, downgrading and layoff to ensure that all such actions are taken without regard to age, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex, consistent with the statutes and court decisions of the State of New Jersey, and applicable Federal law and applicable Federal court decisions.

The contractor shall submit to the public agency, after notification of award but prior to execution of a goods and services contract, one of the following three documents:

Letter of Federal Affirmative Action Plan Approval

Certificate of Employee Information Report

Employee Information Report Form AA302

The contractor and its subcontractors shall furnish such reports or other documents to the Div. of Contract Compliance & EEO as may be

requested by the office from time to time in order to carry out the purposes of these regulations, and public agencies shall furnish such information as may be requested by the Div. of Contract Compliance & EEO for conducting a compliance investigation pursuant to **Subchapter 10 of the Administrative Code at N.J.A.C. 17:27.**