

REQUEST FOR PROPOSALS

FOR PROFESSIONAL GENERAL LEGAL SERVICES

The Old Bridge Housing Authority (hereinafter the “Authority”) requires the services of a qualified individual or firm to provide the Authority with General Legal services. The Authority administers a Section 8 Housing Choice Voucher Rental Assistance Program and a COAH program account. The Authority’s fiscal year began on January 1, 2024.

Scope of Services

Provision of GENERAL LEGAL SERVICES over a twelve (12) month period. Such services shall be provided by an attorney(s) admitted to the practice of law in the State of New Jersey, and shall be in accord with scope of services set forth in the form of Agreement For General Legal Services included herein as “Exhibit A”.

Proposal Requirements

Respondents are required to complete and sign a copy of the attached form entitled “Agreement For General Legal Services” and submit same with their response to this RFP.

In addition, all proposals must include a statement of corporate ownership if applicable; respondent’s equal employment opportunity and affirmative action statements; a **description of the respondent’s qualifications and experience (see specifics cited below); respondent’s hourly billing rates for all categories of staff who will be assigned to perform contract services if a contract is awarded; other charges, if any to be billed under the contract; and respondent’s proposed total contract fee.**

The description would assure respondent’s qualifications and experience shall evidence/demonstrate possession of a broad and practical knowledge of HUD regulations and requirements, and federal laws, rules and applicable procedures pertaining to the Scope of Services set forth herein; strong analytical, interpretive, oral and written communication skills, particularly with regard to said Scope of Services; and skills, capabilities and work experience of a level that would assure completion of the contract services in a timely and satisfactory manner.

Evaluation Criteria

Proposals will be evaluated based on the degree to which a respondent meets the qualifications and experience requirements; and the degree of acceptability of his/her/its proposed hourly billing rates, other charges, if any and the total contract fee. A weight of 0% to 75% will be assigned to his/her/its qualifications and experience; and a weight of 0% to 25% will be assigned to the proposed hourly billing rates, other charges, if any, and total contract fee, based on the degree of acceptability of same to the Authority.

Ride

It is the Housing Authority's intent to award a contract for the services required hereunder to the respondent whose proposal that, when evaluated, most successfully meets the stated evaluation criteria and therefore achieves the highest ranking.

The Housing Authority retains the right to reject any and all proposals or to award a contract to the respondent whose proposal is deemed to be most advantageous to the Authority, taking into consideration the evaluation factors cited above. Each unsuccessful offeror will be notified in writing promptly if a contract award is made under this RFP; such notice will identify the successful offeror selected and provide an opportunity for a debriefing meeting with the Authority's contract officer to discuss any questions.

Submission of Proposals

Proposals (original + 2) shall be delivered to the Old Bridge Township Municipal Clerks Office no later than 10:00 AM on Thursday, May 16th, 2024, at which time they will be opened publically and read aloud. Same shall be addressed as follows:

Kathryn Hutchinson, Municipal Clerk
Old Bridge Township Complex
1 Old Bridge Plaza
Old Bridge, NJ 08857

All proposals shall be submitted in sealed envelopes – the wording “Proposal for General Legal Services” shall appear on the face thereof.

Kathryn Hutchinson,
Municipal Clerk

Issued: April 18, 2024

Attachments: Proposal Evaluation Documents
Proposed Form of Contract
Certification Form
Form of Non-Collusive Affidavit
Disclosure of Ownership Form

PROPOSAL EVALUATION DOCUMENTS

The Authority’s Review and Evaluation Committee will utilize the following format in the evaluation process:

Proposal was received by due date: _____ True _____ False

Respondent’s name does not appear on HUD list of debarred, suspended or ineligible contractors: _____ True _____ False

Proposal submitted complies with the Proposed Requirements set forth in the RFP: _____ True _____ False

(Complete the following if above three are marked “True”)

<u>Proposal Evaluation Factor</u>	<u>Maximum Weight To Be Assigned*</u>	<u>Weight Assigned</u>
a. Degree to which respondent evidences possession of desired qualifications.	<u>10%</u>	_____
b. Degree of which respondent evidences possession of desired work related skills	<u>10%</u>	_____
c. Degree to which respondent evidences possession of desired experience and competence in the type of work required under the RFP.	<u>10%</u>	_____
d. Degree to which respondent evidences/ demonstrates possession of ability to provide required expertise to successfully perform the specified scope of work	<u>10%</u>	_____
e. Degree to which respondent evidences possession of specialized experience in areas related to the specified work scope	<u>5%</u>	_____

f. Degree to which respondent demonstrates his/her/its understanding of the specific services to be provided to the HA; evidences knowledge and familiarity with the operations of the HA and the types of programs, projects and activities administered by the HA as same relate to the specified work scope	<u>20%</u>	_____
g. Degree to which respondent evidences financial stability and strength, and capability and capacity to accomplish the specified work scope in a timely and satisfactory manner	<u>10%</u>	_____
h. Degree of acceptability of respondent's proposed fee and, if applicable, other charges for performance of the specified work scope	<u>25%</u>	_____

Total Weight Assigned
(sum of a. thru h. above
Same cannot exceed 100%)

***The combined weights assigned for qualifications and experience factors, items a. thru g. above should not exceed a total of 75% nor should the weight assigned to the fee factor, item h. above, exceed 25%.**

Note: The higher the weight assigned, the more acceptable the proposal.

Rating Key:

Factors a. thru d. and g.

Excellent	10% points
Very Good	9% points
Good	8% points
Satisfactory	7% points
Unsatisfactory	0% points

Factor e.

Excellent	5% points
Very Good	4% points
Good	3% points
Satisfactory	2% points
Unsatisfactory	0% points

Factor f.

Excellent	20% points
Very Good	18% points
Good	16% points
Satisfactory	14% points
Unsatisfactory	0% points

Factor h.

**WITHIN HOUSING AUTHORITY BUDGET
OVER HOUSING AUTHORITY BUDGET**

**25% points
0% points**

Exhibit A

AGREEMENT FOR GENERAL LEGAL SERVICES

THIS AGREEMENT made this _____ day of _____, 2023
by and between the Housing Authority of the Township of Old Bridge (hereinafter called
the “Local Authority”) and _____
_____ of _____,
(Municipality) (State)
(hereinafter called the “Attorney”).

WITNESSETH:

WHEREAS, the Local Authority is currently operating a Section 8 Housing
Choice Vouchers Program and administers a COAH Program account; and

WHEREAS, continuing legal services are/will be required by the Local
Authority in connection with the operation and management of said activities and any
other activities subsequently undertaken by the Local Authority; and

WHEREAS, the parties hereto desire to fix in writing their respective rights and
obligations;

NOW, THEREFORE, THE PARTIES AGREE AS FOLLOWS:

1. The Local Authority hereby engages the Attorney as legal counsel and the
Attorney accepts said employment, under the terms and conditions hereinafter set
forth, for a period of one year, commencing _____, 2023 and
ending on _____, 2024.
2. The Attorney agrees to render all legal services which the Local Authority may
require in the operation and management of said activities so long as this contract
remains in effect, which activities shall include, but not be limited to a) Legal
Counsel’s attendance and guidance during any and all Authority Board of
Commissioners meetings and other meetings, as requested; b) supervision as to
legality of the official minutes of the Authority; c) conferring with and advising
officers, employees, and members of the Board of Commissioners of the
Authority on legal matters and issues of concern to the Authority; d) drafting
and/or review of legal documents, papers, contracts, certifications, resolutions,
specifications, bonds, waivers, and such other legal drafting as may be required;
e) advising and consulting with the Authority on all matters of a legal nature and
of concern to the Authority; f) court appearance for and representation of the
Authority in landlord vs. tenant matters; g) provision of guidance to the

Authority and staff, as well as representation when necessary, regarding personnel matters, policies and procedures, including but not limited to employment discrimination claims and equal employment hearings; h) guidance to the Authority and staff regarding real estate matters of concern to the Authority; i) review and approval of the legality of contracts and payments made thereunder; j) review, advise and represent the Authority in connection with bidding and contract disputes; k) provision of advice and assistance to the Authority in connection with employee and tenant/applicant grievances.

3. The compensation to be paid by the Local Authority to the Attorney for the performance of services under this Agreement shall be as follows:

Either party to this Agreement may terminate same upon service of thirty (30) days written Notice to the other and in such event the Attorney shall be entitled to receive compensation as specified herein for all work completed and accepted prior to such termination or cancellation and in addition an equitable adjustment shall be made as to compensation for any amount of work substantially completed prior to such termination or cancellation.

IN WITNESS WHEREOF, with the intent to be legally bound, the parties hereto have executed this contract as of the day and year first above written.

(Name of Firm/Legal Services)

BY _____
(Name/Signature) (Date)

HOUSING AUTHORITY OF THE TOWNSHIP OF OLD BRIDGE
(Name of Public Housing Agency)

BY _____
Secretary (Date)

CERTIFICATION

I, _____, certify that I am the
_____ of the corporation named as
Contractor herein; that _____, who
signed this Contract on behalf of the Contractor, was duly signed for and in behalf of
said corporation by authority of its Board of Directors.

BY _____
(Name) (Date)

FORM OF NON-COLLUSIVE AFFIDAVIT

State of _____ }
County of _____ } SS

I, _____ being first duly sworn,

deposes and says: That he/she/it is

(a partner or officer of the firm of, etc.)

the party making the foregoing proposal or bid, that such proposal or bid is genuine and not collusive or sham; that said bidder has not colluded, conspired, connived or agreed, directly or indirectly, with any bidder or person to put in a sham bid or refrain from bidding, and has not, in any manner, directly or indirectly, sought by agreement or collusion, or communication or conference, with any person, to fix the bid prices of affiant or any other bidder, or to fix any overhead, profit or cost element of said bid price, or of that or any other bidder, or to secure any advantage against the Housing Authority of the Township of Old Bridge or any person interested in the proposed contract, and that all statements in said proposal or bid are true.

Firm:

By _____

(Title)

Subscribed and sworn to before me

this ____ day of _____, 2024.

My commission expires _____, 20 _____

DISCLOSURE OF OWNERSHIP FORM

N.J.S.A. 52:25-24.2 reads in part that “no corporation or partnership shall be awarded any contract by the state, County, Municipality or School District, or any subsidiary or agency thereof, unless prior to the receipt of the submission of the corporation or partnership, there is provided to the public contracting unit a statement setting forth the names and addresses of all individuals who own 10% or more of the stock or interest in the corporation or partnership.”

1. If the professional service entity is a partnership, then the statement shall set forth the names and addresses of all partners who own a 10% or greater interest in the partnership.
2. If the professional service entity is a corporation, then the statement shall set forth the names and addresses of all stockholders in the corporation who own 10% or more of its stock of any class.
3. If a corporation owns all or part of the stock of the corporation or partnership providing the submission, then the statement shall include a list of the stockholders who own 10% or more of the stock of any class of that corporation.
4. If the professional service entity is other than a corporation or partnership, the contractor shall indicate the form of corporate ownership as listed below.

COMPLETE ONE OF THE FOLLOWING STATEMENTS:

- I. Stockholders or Partners owning 10% or more of the company providing the submission:

Name: _____

Address: _____

Name: _____

Address: _____

SIGNATURE: _____ DATE: _____

- II. No Stockholder or Partner owns 10% or more of the company providing this submission:

SIGNATURE: _____ DATE: _____

- III. Submission is being provided by an individual who operates as a sole proprietorship:

SIGNATURE: _____ DATE: _____

- IV. Submission is being provided by a corporation or partnership that operates as a (check one of the following):

_____ Limited Partnership _____ Limited Liability Corporation

_____ Limited Liability Partnership _____ Subchapter S corporation

SIGNATURE: _____ DATE: _____