

REQUEST FOR PROPOSALS

The Housing Authority of Bergen County is seeking proposals from attorneys to serve a one year term as **GENERAL LEGAL COUNSEL TO THE AUTHORITY**. All attorneys submitting proposals must be licensed to participate in the State of New Jersey.

Duties of counsel will include, but not be limited to attending monthly Board meetings and other meetings when requested to do so by the Executive Director, representing the Authority in eviction and collection proceedings, providing written memorandum of law when requested to do so by the Executive Director, representing the Authority in court proceedings and being available during normal business hours to respond to inquiries from Authority personnel.

Proposals should include the annual retainer sought and a description of legal services included in the retainer and a projected hourly rate for legal services not included in the retainer. A record of actual hours spent on specific projects covered by the retainer must be maintained and provided each month without any additional cost.

Proposals may be obtained in person at the office of the Housing Authority of Bergen County any business day between 9:00 a.m. and 4:30 p.m. at One Bergen County Plaza, Floor 2, Hackensack, NJ 07601 or by calling George Stavrou, Purchasing/Contract Procurement Coordinator at (201) 336-7624.

The services to be provided are regarded as professional services, and selection will be based on the point system. As such, not only price but the qualifications and professional ability and other similar factors may be utilized in awarding the contract involved herein.

This proposal is being solicited through a fair and open process in accordance with the N.J.S.A. 19:44A-20.4 et seq.

To assist the Authority in evaluating proposals, the following information should be included:

- I. Prior experience as a Housing Authority Attorney.
- II. Knowledge of and experience in the area of Landlord/Tenant Law.
- III. Prior experience in working with a non-profit corporation in the development and construction of affordable housing.
- IV. Knowledge and understanding of HUD regulations, including, but not limited to Public Housing, Subsidy Program and Annual Contributions Contract (ACC).
- V. Knowledge of and experience in the area of New Jersey Public Entity Law, such as the Local Public Contracts Law, Municipal Land Use Law, Tort Claims Act and Open Public Meetings Act.

Proposals must be submitted in a sealed envelope, bearing the name and address of the proposer, by 11:00 a.m., Tuesday, February 10, 2015. Proposals received after the deadline date and time will not be accepted.

Proposals should be mailed to:

Lynn Bartlett, Executive Director
Housing Authority of Bergen County
One Bergen County Plaza, Floor 2
Hackensack, NJ 07601

(Marked) CONFIDENTIAL

The Housing Authority of Bergen County reserves the right to reject any or all proposals, or to waive any informalities contained therein. No proposal shall be withdrawn for a period of sixty (60) days subsequent to the proposal due date without the consent of the Housing Authority of Bergen County.

Lynn Bartlett
Executive Director
Housing Authority of Bergen County

George Stavrou
Purchasing/ Contract Procurement Coordinator