

For insertion: Monday, January 28, 2015

REQUEST FOR PROPOSALS

The Housing Development Corporation of Bergen County is seeking proposals from attorneys to serve as **LEGAL COUNSEL to the Development Corporation for a period of Three (3) Years beginning April 1, 2016 and terminating fiscal year-ending March 31, 2019, with the option at the sole discretion of the Authority to extend the contract for an additional Two- One (1)- Year terms, for a total of Five (5) Years.** 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 Corporation in eviction and collection proceedings, providing written memorandum of law when requested to do so by the Executive Director, representing the Corporation in court proceedings and being available during normal business hours to respond to inquiries from Corporation 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.

Proposals may be obtained in person at the office of the Housing Authority of Bergen County any business day between 8:00 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.

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 and CHRP regulations.

Proposals must be received by 11:00 a.m., Thursday, January 21, 2016. Proposals should be mailed to:

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

(Marked) CONFIDENTIAL