

## **REQUEST FOR PROPOSAL FOR LANDLORD/TENANT LEGAL SERVICES**

The Housing Authority of the City of Orange (hereinafter called the "Authority") is requesting proposals for Legal Services from Attorney's Licensed to do business in the State of New Jersey (hereinafter called the "Attorney").

The Authority operates 250 low income public housing senior and disable units which are located at 340 Thomas Blvd., Orange, New Jersey and a Section 8 voucher program with the capacity for 741 participants.

The Authority files an average of 5-10 tenant non-payment cases each month, of which an average of 4 to 6 require appearances. There is no guarantee that these averages will continue during the one-year contract period.

The Attorney will provide legal services and advice to the Authority in connection with the operation and management of the Authority, including but not limited to:

- a. Institute and bring successful conclusion in Court of original jurisdiction all actions for the recovery of possessions of dwelling units or for the collection of rents relating to suit for possession
- b. When required represent the Housing Authority with tenant grievances.

Invoices or billings shall include sufficient details as to time expended and nature of actual services provided.

The Attorney shall, whenever he/she is of the opinion that any litigation involving the Authority is extraordinary and beyond the scope of services as set forth above, then and in that event, the Attorney shall be required to notify the Authority. The Authority will submit the matter to the Department of Housing and Urban Development and in the event any such litigation is in the opinion of the Office of the Regional Counsel of the Department of Housing Urban Development, extraordinary, the Attorney shall, upon written request of the Authority, perform such litigation, which will be considered extra services.

In the event of extra services, the Attorney shall furnish the Office of the Regional Counsel of the Department of Housing and Urban Development of pleadings, answers and brief of both Plaintiff and Defendant in all litigation in all extraordinary matters, in which the Housing Authority is a party except routine eviction actions and suits for arrears in rents.

The Authority shall reimburse said Attorney for expenses and disbursements incurred with the approval of the Authority, in connection with legal matters handled by the Authority, limited to court costs, witness fees, recording fees, postage, but not including the Attorney's office or overhead expenses, such as auto expenses, parking fees and telephone, fax and other such costs.

The Agreement shall run for a two-year period beginning February 1, 2020 to January 31, 2021.

Cost for Attorney Services shall be broken down in the proposal as follows:

- I. Cost per landlord tenant matter per matter \_\_\_\_\_, annually (not to exceed amount \_\_\_\_\_).
- II. Cost for the preparation of Notices to Cease \_\_\_\_\_, and Notices to Quit \_\_\_\_\_.
- III. Cost per hour for all other matters \_\_\_\_\_ estimated (not to exceed amount) \_\_\_\_\_.

TOTAL FEE PER YEAR \_\_\_\_\_ NOT TO EXCEED.

No member, officer or employee of the Housing Authority during his/her tenure or for one year thereafter, shall have any interest, direct or indirect, in the contract for legal services or the proceeds thereof.

No member, or delegate of the Congress of the United States of America or Resident Commissioner, shall be admitted to any share or part of this contract or to any benefits which may arise there from.

All proposals shall state where indicated above, compensation to be charged by the Attorney.

All proposals must include a resume of related experience for the firm and resumes of all attorneys who will provide legal services under an agreement with the Housing Authority. The firm and all members of the firm shall be licensed by the State of New Jersey to practice law and shall submit a certification indicating that the firm and/or any attorneys that will be representing the Housing Authority is not under suspension or debarred from practicing law by the State of New Jersey.

The Authority will base their selection on the evaluation of data submitted with proposal addressing the following criteria:

- 1. Experience - 40 Points
  - a. The extent of major litigation in government, federal and local issues, including tenant relations and eviction matters.
  - b. The extent of experience in handling government, federal and local issues.

- c. The extent of experience in HUD litigation and other HUD related issues, including evictions, contracts and construction matters.

2. Compensation - 50 Points

- a. The amount of the annual fee to be charged for the service required under the contract.

- b. Other fees to be charged for any extra services.

3. Capability to provide the service indicated in a professional, timely manner- 10 Points

The Housing Authority reserves the right to waive any informality and to reject any and all proposals. No Proposal may be withdrawn for sixty (60) days after the due date. Proposals may be withdrawn prior to the due date either in person or by mail. Eight copies of the proposal must be received at the Orange Housing Authority office, 340 Thomas Boulevard, Orange, New Jersey 07050, on or before 10:00 a.m., on Wednesday, December 16, 2019. Envelope must be clearly marked "**PROPOSAL FOR LANDLORD/TENANT LEGAL SERVICES**", and marked to the attention of Dr. Walter D. McNeil, Jr., Executive Director.