

PUBLIC NOTICE

**3rd REQUEST FOR PROPOSALS/QUOTES FOR
THE CLEMENTON HOUSING AUTHORITY**

GENERAL LEGAL SERVICES

The Clementon Housing Authority is receiving proposals from New Jersey licensed Attorneys for General Legal Services to be performed over a time period of one (1) year, commencing July 1, 2020, and ending on June 30, 2021.

The services to be performed as Authority General Counsel shall be in accord with the scope of services and terms and conditions regarding same, set forth in the U.S. Department of Housing and Urban Development's guide form contract entitled, "*Agreement for Management Legal Services*", and as provided within State of New Jersey and local government regulations. Said Agreement and the form proposal, may be obtained from its website: www.clemhousing.net.

Proposals shall be submitted to the Clementon Housing Authority, Attn: Vernon Lawrence, Executive Director, 22 Gibbsboro Road, Clementon, NJ 08021, or emailed to wt@clemhousing.net, no later than 12:00 p.m. on Wednesday, October 21, 2020. Late offers will be rejected.

Clementon Housing Authority
General Counsel Legal Services
(NOT including representation of any Authority business instrumentality or subsidiary)

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Request For Quotes/Proposal
For the Period: July 1, 2020 - June 30, 2021

DEADLINE FOR PROPOSALS

All interested parties shall submit an original and three (3) copies of a written proposal to the Clementon Housing Authority, on or before 12:00 p.m. on October 21, 2020. Proposals shall be addressed to Vernon Lawrence, Executive Director, Clementon Housing Authority, 22 Gibbsboro Road, Clementon, NJ 08021 or emailed to wt@clemhousing.net. Late proposals will be rejected.

CONTENT OF PROPOSALS

All proposals must:

Describe the breadth and length of experience of the proposed primary attorney for engagement as General Counsel to the Authority, back-up attorney, and any other significant members of the legal team and firm with respect to:

1. List Past and current experience with Public Housing Authorities.
2. A completed Agreement for Professional Services (attached hereto).
3. Knowledge of both New Jersey and HUD Landlord-Tenant Regulations.
4. Knowledge and experience with both Federal and New Jersey Labor Law.
5. Describe the location and availability of the proposer's key personnel, and their ability to provide legal services in a timely and efficient manner.
6. Include a certified statement that neither the firm, nor any member of the firm's proposed staff for this engagement, is disbarred, suspended or otherwise prohibited from professional practice by any federal, state or local agency.
7. Include resume(s), certifications and/or licenses of current staff.
8. A copy of your New Jersey Business Registration Certificate (BRC).
9. Signed W-9.
10. Include proof of Professional Liability Insurance.
- 11.
12. Certification of compliance with affirmative action rules, requirements of *N.J.A.C. 17:27-1.1 et seq.*
13. Contracts with an anticipated value of over \$17,500 dollars (in the annual aggregate) must be awarded pursuant to a fair and open award process, or by a non-fair and open process, all as required by the New Jersey Pay-to-Play law (*N.J.S.A. 19:44A-20 et seq.*).

The Clementon Housing Authority has and reserves the right to reject all proposals and quotes.

TERM OF CONTRACT – For one (1) year: July 1, 2020- June 30, 2021.