

**CLEMENTON HOUSING AUTHORITY**  
**PROPOSAL FOR LEGAL SERVICES**

The Clementon Housing Authority, located at 22 Gibbsboro Rd, Clementon, NJ 08021 is accepting proposals for Management Legal Services. The Housing Authority has the potential to operate 70 Public Housing units and 69 Section 8 vouchers.

**The legal services required are as follows:**

1. Continuing legal services in connection with the operation and management of the above mentioned programs and any other programs or projects subsequently constructed or otherwise acquired by the Housing Authority for the term: **on or before July 1, 2018 to June 30, 2019.**
2. Attend all Authority meetings (regular or special) and supervise, as to the legality, of the official minutes of the Authority.
3. Attend committee meetings when requested.
4. Confer with and advise the officers, employees, and members of the Authority on Authority legal matters when requested.
5. Advise and assist the Authority in the preparation of all legal documents, papers, contracts, specifications, bonds, waivers, and other legal drafting as may be required from time to time.
6. Appear as representation for the Authority in all routine litigation. A case shall be considered “routine” if it does not require substantial litigation services. Whenever the Attorney is of the opinion that litigation is not routine, the Local Authority shall be notified promptly. If it is in agreement with the Attorney’s opinion, the Local Authority shall retain special litigation counsel in compliance with 24 C.F.R. Part 85.
7. Approve legality of all contracts.
8. Handle all legal questions and matters that arise under contracts of the Authority and render legal opinions on all matters submitted by the Authority.

9. Give notice to and consult with the Authority's insurance carriers in all cases of injury to persons or property involving the Local authority.
10. Review and approve all documents pertaining to temporary and permanent financing of Local Authority projects covered by this proposal.

**Qualifications:**

1. Must be licensed in the state of New Jersey.
2. Previous Housing Authority experience preferred.
3. Must be familiar with Open Public Meetings Act (OPMA) and Open Public Records Act (OPRA)

**Proposal Requirements:**

1. At least one reference shall be provided.
2. EOP Policy.

**Evaluation System:**

1. Demonstrate experience and competence in the field of local government law, landlord tenant law and listed legal services. (25 points)
2. Demonstrate via narrative and/or resume specific experience/background of HUD rules and regulations; rules and regulations of local Public Housing Authorities in the state of New Jersey. (20 points).
3. Ability to assign a primary Attorney to attend meetings. If primary attorney is different than the supervising attorney, please state who the supervising attorney will be. (15 points)
4. Price (10 points)
5. Experience in regards to OPMA and OPRA. (10 points)
6. Proximity to CHA (5 points)
7. Proximity to Camden County Superior Court (5 points)
8. One reference. (5 points)
9. EOP Policy. (5 points)

**Requirements:**

Return your response to the Clementon Housing Authority, 22 Gibbsboro Road, Clementon, New Jersey 08021, Attention: John P. Schmidt, Chairman by **12 P.M., on January 26, 2018.**

**A copy of the proposal shall also be emailed to Chairman John P. Schmidt at [JSchmidt@clmhousing.net](mailto:JSchmidt@clmhousing.net).**