

HOUSING AUTHORITY OF THE CITY OF SUMMIT

"REQUEST FOR PROPOSALS"

FOR

PROFESSIONAL SERVICES

AS

GENERAL LEGAL COUNSEL

23-006

PROPOSALS ARE DUE

NO LATER THAN

10:00 am (Prevailing Time) ON TUESDAY, DECEMBER 6, 2022

The proposal shall be submitted to procurement@summitnja.org
and clearly titled **"2023 General Legal Services"**.

Background:

The Housing Authority of the City of Summit (the Authority) owns and manages 195 units of housing at three (3) development sites: Vito A. Gallo Senior Building, a 125-unit high rise building; Glenwood Place, a 40-unit family site; and Weaver Street, a 30-unit family site.

Operational funds are provided through an Annual Contributions Contract (ACC) between the Authority and the U.S. Department of Housing and Urban Development.

The Authority successfully converted all of its public housing units to Project Based Housing Vouchers under the Rental Assistance Demonstration Program (R.A.D.) effective January 1, 2018. A cooperation agreement has been executed with the Madison (NJ) Housing Authority to administer the Housing Choice Voucher subsidy payments.

Scope of Service:

The scope of general legal services requested is as follows and applies to all programs operated by the Summit Housing Authority. The contract period shall be January 1, 2023 through December 31, 2023.

- 1) Attend any regular or special meetings of the Board of Commissioners and any meetings with management staff or the Board of Commissioners, when requested by the Board or the Executive Director.
- 2) Give general legal advice and assistance to the Commissioners and staff of the Authority with respect to the business of the Authority.
- 3) Consult with parties having business with the Authority, on such business, when requested by the Authority.
- 4) Advise and assist the Authority in the preparation of all legal documents, policies, contracts, specifications, bonds, waivers, agreements and any other such legal drafting as may be required.
- 5) Identify omissions and deficiencies in current policies and assist in the development of policy updates, when requested, to comply with current HUD regulations and Authority requirements.
- 6) Revise and update tenant leases, as necessary, to conform to HUD regulations, Authority requirements and NJ State Law.
- 7) Review and render a legal opinion concerning any contracts, legal instruments, legal documents and other written legal materials prepared by others and submitted to the Authority for action, including bid submittals and verification of all performance bonds.

- 8) Provide notice to and consult with the Authority's insurance carriers in all cases of injury or damage to persons or property involving the Authority.
- 9) Review and advise on all documents pertaining to the temporary or permanent financing related to all properties managed by the Authority.
- 10) Appear and represent the Authority in court in all litigated matters, except extraordinary matters as may occur.
- 11) Coordinate all legal actions brought against the Authority, its officers and employees in conjunction with Authority business (including HUD approval of litigation).
- 12) Advise the Housing Authority on all matters concerning the Local Public Contracts Law and the Open Public Meetings Act.

Evictions:

The annual fee proposal shall include the costs of filing a maximum of two (2) tenant evictions per month. Fees for filing additional evictions in excess of two (2) per month should be detailed in the price proposal section.

Qualifications and Experience Requirements:

Indicate the professional experience of your firm and its personnel. Include the experience or abilities of your firm, its principals, staff and facilities which will be of special importance and used on this engagement. Proposal must specifically address the following:

- 1) A broad and practical knowledge of HUD rules, regulations, requirements, law and related procedures and experience representing clients in connection with same. Working knowledge of the NJ Local Public Contracts Law, construction law, public financing law, redevelopment law, employment law (including N.J. Civil Service Law) and experience in implementing its provisions.
- 2) Licensed to practice law in the State of New Jersey.
- 3) A Business Registration certificate issued by the State of New Jersey.

- 4) A minimum of five (5) years' experience relating to the business of managing Public Housing or property management. Resumes of Principals (Partners) and other staff to be engaged on this assignment.
- 5) Strong analytical, interpretive, oral and written communication skills, particularity relating to housing and urban development matters.
- 6) Skills, capabilities and work experience of a level that will assure the completion of requested work in a timely and satisfactory manner.
- 7) Listing of current contracts with other housing authorities, related agencies or municipalities where the firm or individual serves as legal counsel.
- 8) A certified statement neither any individuals of the firm nor the firm itself are debarred, suspended or otherwise prohibited from professional practice by any Federal, State or Local agency.
- 9) Provide evidence of professional liability insurance.
- 10) A Non-Collusion Affidavit.
- 12) Price Proposal

Selection Criteria:

The Authority will evaluate proposals based on the following criteria:

A: Qualifications/Experience: 0 to 55 points

Demonstrated experience and availability of the offer's team, including specific professionals and employees. Inclusive, but not limited to, this listing shall be information regarding the experience and educational background of the professional and administrative personnel who will be made available to perform these services.

Identify the attorney who will be primarily responsible for work under this contract and those attorneys who will be available in the absence of the primary attorney.

B: Ability to meet 20% Minority Business Enterprise: 0 to 5 points

State the extent to which the firm will be able to meet the Minority Business Enterprise goal of 20% of the value of this professional service contract. Provide certification of a Minority Business Enterprise firm.

C: Interview: 0 to 20 points

A maximum of three (3) of the most favorable proposers in terms of qualifications, experience and price may be requested to schedule an appointment for a personal interview at the Authority.

D: Cost of Service: 0 to 20 points

The offers proposed annual fee.

TOTAL 100 points

Proposal Submissions:

Responses to the Request for Proposals are to be submitted no later than 1 0:00 AM (prevailing time) on Tuesday, December 6, 2022 to procurement@summitnjha.org and clearly titled “**2023 General Legal Services**”. Interested firms should contact procurement@summitnjha.org to request the RFP package for this contract or download the solicitation at www.summitnjha.org.

No proposal shall be withdrawn for a period of sixty (60) days without the written consent of the Authority. The Authority reserves the right to reject any or all proposals and to waive any informalities in the proposal process.

No late proposals will be accepted.

11/7/2022

BID SHEET

Fee Proposal:

- 1) Annual Fee for General Legal Services:
(Including two (2) monthly landlord/tenant evictions)
To be paid in Monthly Retainer Installments _____

- 2) Hourly Rates for any work beyond the Scope of Services:

Partner - _____

Other Attorney - _____

Clerical _____

- 3) Landlord/Tenant Charges in excess of 2 monthly:

Filing summons & complaint (per filing) _____

Prepare Stipulation of Settlement (per) _____

Eviction Proceeding (per) _____



HOUSING AUTHORITY OF THE CITY OF SUMMIT

“REQUEST FOR PROPOSALS”

FOR

PROFESSIONAL SERVICES

AS A

FEE ACCOUNTANT

23-004

PROPOSALS ARE DUE NO LATER THAN

10:00 AM (Prevailing Time) ON TUESDAY, DECEMBER 6, 2022

The proposal shall be submitted to procurement@summitnja.org
and clearly titled **“2023 Fee Accountant”**.

Background:

The Housing Authority of the City of Summit (the Authority) owns and manages 195 units of housing at three development sites: Vito A. Gallo Senior Building, a 125-unit high rise; Glenwood Place, a 30-unit family development; and Weaver Street, a 40-unit family development.

Operational funds are provided through an Annual Contributions Contract (ACC) between the Authority and the U.S. Department of Housing and Urban Development.

The Authority successfully converted all its public housing units to Project Based Housing Vouchers under the Rental Assistance Demonstration Program (R.A.D.) effective January 1, 2018. A cooperation agreement has been adopted with the Madison (NJ) Housing Authority to administer the Housing Choice Voucher subsidy payments.

Programs:

Project Based Housing Choice Voucher Program

State & Local Programs – Congregate Housing Services Program

Component Unit – Summit Affordable Housing Corporation (SAHC)

Scope of Services:

The Scope of Services shall include, but not be limited to the following:

- 1. Reviewing monthly postings to the general ledger, including preparation of monthly journal entries. The books must be maintained in accordance with the principles and standards and the classification and description of accounts as prescribed HUD.**
- 2. Prepare and electronically transmit budgets, financial statements and related forms, as required by law and Summit Housing Authority policy, to the United States Department of Housing and Urban Development and the State of New Jersey, as maybe required.**
- 3. Prepare all related financial reports.**
- 4. Review all state and federal payroll forms and reports. Prepare quarterly pension report transmittal.**
- 5. Attend all required meetings with HUD staff, HUD Auditors, Independent Auditors and Commissioners as requested by the Board of Commissioners and/or Executive Director.**
- 6. Review monthly reports to be submitted to the Board.**

- 7. Prepare monthly reconciliation statements covering all SHA & SAHC bank accounts. Reconciliations shall be prepared promptly, upon receipt of the bank statements.**
- 8. Review reconciliation of balances of tenants' accounts whenever the summary of transactions with tenants (as furnished by the Authority) does not agree with the accountant's control records.**
- 9. Prepare applicable work papers for Fiscal Year-End audits.**
- 10. Assist in the preparation of Annual PHAS submissions.**
- 11. Prepare monthly report to the Board of Commissioners outlining operating reserves and detailing budget variances.**
- 12. Review and advise the Authority concerning investment of Authority funds.**
- 13. Advise Summit Housing Authority staff of pertinent HUD rules and regulations and their implementation of same.**
- 14. Monitor and report all Summit Housing Authority Fixed Asset Inventories as follows:**
 - a. Review monthly disbursements to determine if any purchases qualify as a fixed asset under the Authority's capitalization policy. If purchases qualify they will be entered on the permanent record of fixed assets.**
 - b. Prepare and maintain permanent fixed asset records including information regarding acquisition date, cost, location, model and/or serial number, and disposition information if applicable.**
 - c. Make appropriate entries on the Authority's accounting books to record acquisitions and dispositions.**
 - d. Make available information to the Authority and auditor for their review.**
- 15. Prepare management and discussion analysis (MDA) to be included in Authority's year end audit report.**
- 16. Capital Fund submissions and budget revisions.**
- 17. Assist with preparation of Agency Annual and 5-year plan, as maybe required.**
- 18. Monitor information for LOCC's drawdown of funds.**
- 19. Prepare VMS submissions as necessary.**

Qualifications:

Indicate the professional experience and technical competence of your firm and its personnel for this particular project. Include the experience or abilities of your firm, its principals, staff and facilities which will be of special importance and used on this engagement. Proposal must specifically address the following:

1. A Letter of Interest.
2. Statement demonstrating capability and understanding of services required.
3. Must be a Certified Public Accountant (CPA) licensed for public practice by the State of New Jersey.
4. A Business Registration certificate issued by the State of New Jersey.
5. Firm, principals or staff does not have a record of substandard work.
6. Resumes of Principals (Partners) and other staff to be engaged on this assignment.
7. Proof of Professional Liability Insurance.
8. List of services to be performed by outside consultants (if none, indicate NONE).
9. Listing of current contracts providing Fee Accountant services.
10. A certified statement that neither any individuals of the firm nor the firm itself are debarred, suspended or otherwise prohibited from professional practice by any Federal, State or Local agency.
11. A Non-Collusion Affidavit
12. Price Proposal
13. Provide the name, address and phone number of no less than three (3) business references.

Fee:

1. Submit an upset annual fee to complete all work items in the Scope of Services.
\$ _____
2. Submit an Hourly Rate, as well as an estimate of the number of hours per month necessary to complete the Scope of Services.
\$ _____ Hourly Rate
\$ _____ # of Hours monthly

Period:

The term of this contract shall be one year commencing on January 1, 2023 and ending on December 31, 2023.

Selection Criteria:

The Authority will evaluate proposals based on the following criteria:

A. Qualifications/Experience: 75 points

Demonstrated experience and availability of the offer's team, including specific professionals and employees. Inclusive, but not limited to, this listing shall be information regarding the experience and educational background of the professional and administrative personnel who will be made available to perform these services.

B. Ability to meet 20% Minority Business Enterprise: 5 points

State the extent (% of total fee) to which the fee will be able to meet the Minority Business Enterprise goal of 20% of the value of this professional service contract. Provide certification information of a Minority Business Enterprise Firm.

C. Cost of Service: 20 points

The offer's proposed cost detailed by the hourly rates of professionals and staff who will be assigned to this engagement

Proposal Submissions:

Responses to the Request for Proposals are to be submitted no later than 10:00 AM (prevailing time) on Tuesday, December 6, 2022 to procurement@summitnjha.org and clearly titled "2023 Fee Accountant". Interested firms should contact procurement@summitnjha.org to request the RFP package for this contract or download the solicitation at www.summitnjha.org.

No proposal shall be withdrawn for a period of sixty (60) days without the written consent of the Authority. The Authority reserves the right to reject any or all proposals and to waive any informalities in the proposal process.

No late proposals will be accepted.

11/7/2022

AGREEMENT FOR ACCOUNTING SERVICES

Between the Housing Authority of the City of Summit, 512 Springfield Avenue, Summit, NJ 07901, hereinafter referred to as the "Authority" and _____ whose office is located in _____ (hereinafter called the "Accountant"),

WITNESSETH:

WHEREAS, the Authority desires to engage the Accountant to perform "fee accounting" services and render certain technical advice and assistance in connection with such undertakings of the Authority:

NOW, THEREFORE, the Authority and the Accountant do mutually agree as follows:

1. APPOINTMENT

The Authority hereby retains the Accountant, as the accountant and financial advisor for the Authority, and the Accountant hereby accepts such appointment for a term of one year, commencing January 1, 2023 and terminating December 31, 2023.

2. SCOPE OF FEE ACCOUNTING SERVICES

The Accountant shall perform all the necessary services provided under this Contract. The Accountant shall do, perform and carry out, in a satisfactory and proper manner, as determined by the Authority, the following:

- (a) Reviewing monthly postings to the general ledger, including preparation of the monthly journal entries. The books must be maintained in accordance with the principles and standards and the classifications and description of accounts as prescribed by HUD.
- (b) Prepare and electronically transmit budgets, financial statements and related forms, as required by law and Summit Housing Authority policy, to the United States Department of Housing and Urban Development and the State of New Jersey, as may be required.
- (c) Prepare all related financial reports.
- (d) Review all state and federal payroll forms and reports. Prepare Quarterly pension report transmittal.
- (e) Attend all required meetings with HUD staff, HUD auditors, Independent auditors and Commissioners as requested by the Board of Commissioners and/or Executive Director. Review monthly reports as submitted to the Board.
- (f) Prepare monthly reconciliation statements covering all SHA & SAHC bank accounts. Reconciliations shall be prepared promptly, upon receipt of the bank statements.
- (g) Review reconciliation of balances of tenants' accounts whenever the summary of transactions with tenants (as furnished by the Authority) does not agree with the accountant's control records.

- (h) Prepare applicable work papers for Fiscal Year-End audits.
- (i) Assist in the preparation of Annual PHAS submissions, as required.
- (j) Prepare monthly report to the Board of Commissioners outlining operation reserves and detailing budget variances.
- (k) Review and advise the Authority concerning investment of funds.
- (l) Advise Summit Housing Authority staff of pertinent HUD rules and regulations and their implementation of same.
- (m) Monitor and report all Summit Housing Authority Fixed Asset Inventories as follows:
 - (i) Review monthly disbursements to determine if any purchases, qualify as a fixed asset under the Authority's capitalization policy. If purchases qualify they will be entered on the permanent record of fixed assets.
 - (ii) Prepare and maintain permanent fixed asset records including information regarding acquisition date, cost, location, model and/or serial number, and disposition information if applicable.
 - (iii) Make appropriate entries on the Authority's accounting books to record acquisitions and dispositions.
 - (iv) Make available information to the Authority and auditor for their review.
- (n) Prepare management and discussion analysis (MDA) to be included in Authority's year end audit report.
- (o) Assist in monitoring Capital Fund Programs including but not limited to preparation of budgets and performance evaluation reports.
- (p) Assist with preparation of the Authority's Agency Annual and 5-year plan, as may be required.
- (q) Monitor information for LOCC's drawdown of funds.
- (r) Prepare monthly VMS submissions, as necessary.

3. COMPENSATION AND METHOD OF PAYMENT AND MINIMUM HOURS

The Authority will pay to the Accountant the amount of \$ _____ per annum, payable monthly in the amount of \$ _____.

4. TERMINATION

The Authority may terminate this Agreement for failure or refusal of the Accountant to perform to the satisfaction of the Authority the services agreed upon herein. Should this contract be so terminated prior to the date set forth above, the accountant shall be entitled to compensation to the date of termination, in an amount equal to the prorata annual compensation then unpaid.

5. MISCELLANEOUS PROVISIONS

- (a) The Authority and the Accountant agrees to be bound and do hereby bind themselves as far as duties required from the Accountant and payment therefore by the Authority, to the applicable regulations of HUD, provided that such regulations are biding upon the Authority under the law.
- (b) Notwithstanding anything to the contrary herein, the parties specifically agree that this Agreement shall not be deemed to create the relationship of employer and employee between the Authority and the Accountant, respectively, and no rights or privilege of an employee of the Authority shall inure to the Accountant hereby.
- (c) No member, officer or employee of the Authority during his tenure or for one (1) year thereafter shall have any interest, direct or indirect, in this Contract or the proceeds thereof.
- (d) 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 benefit which may arise there from.
- (e) Except for disclosure to the government, the Comptroller General, the Authority's Auditor and the Authority, any information and data, prepared or assembled by the Accountant under this Contract, shall be held confidential by the Accountant and shall not be made available or otherwise disclosed to any person without the prior written approval of the Authority.

IN WITNESS WHEREOF, the Authority and the Accountant have executed this Agreement the day and year first above written.

ACCOUNTANT

HOUSING AUTHORITY OF THE
CITY OF SUMMIT

BY: _____
Signature

BY: _____
Signature

Title: _____

Title: Executive Director _____

Date: _____

Date: _____