HOUSING AUTHORITY OF THE CITY OF SUMMIT

"REQUEST FOR PROPOSALS"

FOR

PROFESSIONAL SERVICES

AS

SPECIAL AFFORDABLE HOUSING COUNSEL

 # 26-017

PROPOSALS ARE DUE

NO LATER THAN

11:30 AM (Prevailing Time) on Thursday, October 22, 2026

Submit Proposal to:

Jacqueline Gray
Executive Director
Housing Authority of the City of Summit
512 Springfield Avenue
Summit, NJ 07901

Introduction:

The purpose of this Request for Proposals (RFP) is to obtain proposals from qualified law firms to provide Special Affordable Housing Counsel services for the Housing Authority of the City of Summit (SHA) on an as needed basis. SHA will review submissions to determine which proposer offers the highest quality services at a competitive cost.

Scope of Service:

The contract period shall be November 1, 2026, through October 31, 2027. The Scope of Services includes but is not limited to the following:

The successful proposer shall provide the SHA with technical advice and assistance in all matters relating to affordable housing and compliance with current laws, case law, rules and regulations, including advising the SHA on matters relating to U.S. Department of Housing and Urban Development and State of New Jersey statutes and regulations, conducting legal research and interpreting all new regulations and obligations imposed upon the SHA under law. The successful proposer shall serve in an advisory capacity to the SHA Commissioners, will render legal consultation and advice on affordable housing matters, and will attend meetings or executive sessions of SHA Board of Commissioners and/or other meetings as requested by SHA.

Contents of Proposal:

1. Letter of Transmittal: Each proposal should be accompanied by a letter of transmittal which summarizes the key points of the proposal and is signed by an authorized officer.

2. Firm Experience and Qualifications:
   a. Provide an overview of the firm and its qualifications. Include location of your firm's primary office, as well as any other offices.

   b. Describe your firm's relevant practice for the past five (5) years, including specifically your work as counsel for Public Housing Authority (PHA) clients. Provide specific examples of work within the scope of services required under the RFP.

   c. Detail your professional liability/malpractice insurance coverage applicable to the services described herein. Include insurance certificates summarizing such insurance coverage.

   d. Submit three (3) references for different PHA's with names and direct line telephone numbers.

3. Legal Services Team:
   a. Provide summaries of experience for each individual who would be assigned to represent SHA. Then describe the specific roles that each attorney would be expected to play with respect to SHA and identify the lead attorney.

   b. Provide detailed resumes for each of the attorneys summarized above.

4. Non-Collusion Affidavit

5. Fee Proposal:
   It is requested that you provide an hourly fee proposal for lead attorney, associates and staff as applicable. Identify any costs which will be billed to SHA as a separate line item instead of being built into the hourly rates.

Submitting Proposals

Two copies of the proposal should be prepared and submitted to SHA. The proposals should be delivered within a single envelope, clearly indicating on the front of the envelope: **AFFORDABLE HOUSING COUNSEL SERVICES**. All proposals must be received by the Housing Authority of the City of Summit by mail or in-person by 11:30 a.m. on Thursday, October 22, 2026. All proposals should be addressed to: Jacqueline Gray, Executive Director, Summit Housing Authority, 512 Springfield Avenue, Summit, NJ 07901

No late proposals will be accepted.

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.

Evaluation of Proposals

Proposals will be evaluated based on the following:

Evaluation Criteria	**Weight**
Firm Experience and Qualifications, including PHA Experience	30%
Legal Services Team / Lead Attorney Qualifications	30%
Understanding of SHA's Legal Services Needs and Approach to Providing Services	15%
References	10%
Fee Proposal / Overall Value	15%
Total	**100%**

Summit Housing Authority will evaluate proposals primarily upon the submitted materials. However, SHA will likely contact clients the proposer represents and has represented.

Additional Information

Requests for additional information should be gathered into one e-mail communication and submitted to: procurement@summitnjha.org. Responses to any inquiries received will be shared with all potential proposers to ensure that all parties are operating with the same information.

NON-COLLUSION AFFIDAVIT

State of New Jersey
County of Union

I, _____ residing in _____
(name of affiant) (name of municipality)
in the County of _____ and State of _____of
full age, being duly sworn according to law on my oath depose and say that:

I am _____ of the firm of _____
(title or position) (name of firm)

_____ the bidder making this Proposal for the

bid entitled _____, and that I executed the said proposal

with
(title of bid proposal)
full authority to do so that said bidder has not, directly or indirectly entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free, competitive bidding in connection with the above named project; and that all statements contained in said proposal and in this affidavit are true and correct, and made with full knowledge that the Housing Authority of the City of Summit relies upon the truth of the statements contained in said Proposal and in the statements contained in this affidavit in awarding the contract for the said project.

I further warrant that no person or selling agency has been employed or retained to solicit or secure such contract upon an agreement or understanding for a commission, percentage, brokerage, or contingent fee, except bona fide employees or bona fide established commercial or selling agencies maintained by _____.

Subscribed and sworn to before me this day _____
Date

Signature

_____

(Type or print name of affiant under signature)

Notary public of _____

My Commission expires _____
(Seal)