HOUSING AUTHORITY OF THE CITY OF SUMMIT

"REQUEST FOR PROPOSALS"

FOR

PROFESSIONAL SERVICES

AS

LABOR COUNSEL SERVICES

 # 26-016

PROPOSALS ARE

DUE NO LATER

THAN

11:00 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, N.J. 07901

Introduction:

The purpose of this Request for Proposal (RFP) is to obtain proposals from qualified law firms to provide Labor Counsel legal 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 of labor and employment law services at a competitive cost.

SHA currently has six full-time employees and four part-time employees.

Scope of Service:

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

Provide legal advice and represent SHA in legal matters which include, but are not limited to: employee leaves of absence, unemployment benefits, retirement benefits, compliance with the following laws: FMLA, ADA, Title VII, FLSA, applicable state laws; wrongful termination, reasonable accommodations, retaliation, discrimination, harassment and reductions in workforce: wage, hour and overtime standards; disciplinary actions; grievance processing and responses; employment-related litigation; conduct review and analysis in hiring and termination practices.

Shall 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 Labor Counsel for Public Housing Authority (PHA) clients. Provide specific examples of work within the scope of services required under the RFP.

   c. Describe your firm's equal employment opportunity policies and programs.

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

e. 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: **LABOR COUNSEL SERVICES**. All proposals must be received by the Housing Authority of the City of Summit by mail or in-person by 11:00 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**
1. Overall qualifications and experience of the proposer	25%
2. Qualifications and experience of the primary attorney, particularly as they relate to this engagement	30%
3. Proposed fees and overall value to SHA, including the reasonableness of the proposed fee structure in relation to the services to be provided.	30%
4. References, with particular consideration given to PHA client references	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)