HOUSING AUTHORITY OF THE CITY OF SUMMIT

"REQUEST FOR PROPOSALS"

FOR

PROFESSIONAL SERVICES

AS

GENERAL LEGAL COUNSEL

 # 27-003

PROPOSALS ARE DUE

NO LATER THAN

11:00 am (Prevailing Time) ON TUESDAY, DECEMBER 8, 2026

Submit Proposals to:

Jacqueline Gray
Executive Director
Housing Authority of the City of Summit
512 Springfield Avenue
Summit, N.J. 07901

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.

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, 2027 through December 31, 2027.

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.

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:	Specific experience with laws, regulations and business aspects of State/Federal Public Housing Agencies.	0 to 40 points
B:	Experience in financial obligations of Housing Authorities.	0 to 30 points
C:	Cost of Service:	0 to 30 points
	TOTAL	100 points

Proposal Submissions:

Only sealed proposals in an envelope marked "2027 General Legal Services" will be accepted no later than 11:00 am (prevailing time) on Tuesday, December 8, 2026, at the Summit Housing Authority, 512 Springfield Avenue, Summit NJ 07901, Attention: Jacqueline Gray, Executive Director.

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.

BID SHEET

Fee Proposal:

1) Annual Fee for General Legal Services:
To be paid in Monthly Retainer Installments _____

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

Partner - _____

Other Attorney - _____

Clerical _____