REQUEST FOR PROPOSALS

Legal Services



Newton Housing Authority
32 Liberty Street
Newton, New Jersey 07860

Proposals Due: Wednesday, December 2nd, 2026 by 10:00 AM

REQUEST FOR PROPOSAL

The Newton Housing Authority (NHA) will accept proposals for "Legal Services" for a 12-month period (with 1–12-month renewal at the election of the NHA). It is the Housing Authority's desire to retain and employ a duly qualified Attorney to function as General Counsel in all legal matters which may arise in connection with the business and management of its various housing programs. All legal services must be provided in accordance with the existing rules, orders, directives, and regulations promulgated by the United States Department of Housing and Urban Development, provided that such compliance is in the best interest of the Authority and is required by law.

1. SCOPE OF LEGAL SERVICES

The scope of legal services being requested will be as follows and will pertain to all of the Housing Authority's programs (including, but not limited to: Public Housing, Capital Fund Program, and other programs:

(a) Attend meetings of the Authority when requested.

(b) Confer with and advise the officers and employees on Authority related legal matters, when required.

(c) Consult with parties having business with the Authority, on

(d) Review and approve the legality of Contracts, legal instruments, legal documents, and other written legal materials prepared by others and submitted to the Authority for action.

(h) Handle in an appropriate manner, all legal questions and matters arising out of or under legal contracts, legal instruments, legal documents, and other legal materials with or concerning the Authority.

(i) Render legal opinions, when requested, on all matters submitted by the Authority.

(j) Provide legal advice, assistance, and counsel in actions arising at the Housing Authority.

(l) Institute and bring to successful conclusion in Courts of original jurisdiction all actions for the recovery of possession of dwelling units or for the collection of rents and related charges (2 cases per year included in retainer).

(m) Appear for and represent the Authority in all litigation matters, accept extraordinary matters as hereafter provided.

(n) Coordinate all legal actions brought against the Authority, its officers and employees in conjunction with Authority business (including HUD approval of litigation).

(p) Recommend updates to Housing Authority policies in accordance with

applicable rules, orders, laws, and suggestion of the Housing Authority.

All costs associated with the items contained in the "Scope of Services" will be covered by the basic retainer. Any item that is not contained in the basic retainer will require approval by the Board of Commissioners by motion or resolution, prior to being paid.

QUALIFICATIONS

1) Must be licensed to practice law in the State of New Jersey.

2) Should have experience representing other Housing Authorities and an understanding of HUD funded programs and related federal regulations.

3) Should be fully versed in New Jersey Local Public Contracts Law, New Jersey Open Public Meeting Act and State/Local Housing Authority Law.

4) Must be approvable by the United States Department of Housing and Urban Development.

PROPOSAL SUBMISSION

All qualified candidates interested in submitting a proposal for "Legal Services" should submit a written proposal based upon an hourly rate. Payment for services will be paid monthly based upon an itemized invoice listing the number of hours &

services. All fees must be reasonable and contain an itemization of any requested reimbursables. The proposal should contain an hourly rate for all services for the service listed in this RFP. The services will cover all items contained in the "Scope of Services" (see "Scope of Legal Services"). A copy of the candidate's resume should be attached to the proposal listing all previous experience and qualifications. All proposals should be sealed (envelope marked: "Proposal for Legal Services") and delivered to the Newton Housing Authority 32 Liberty Street, Newton, New Jersey on or before Wednesday, December 2nd, 2026, by 10:00 A.M.

A copy of the RFP, rating system and standard form of legal services contract are available at the office of the Housing Authority and on the Housing Authority's website.

PROPOSAL REVIEW

All proposals will be reviewed according to the "Competitive Proposal" process outlined in the HUD Procurement Handbook 7460.8
and HUD Notice PIH 90-47. The Authority utilizes a proposal rating system that will be used to evaluate all proposals received in response to this R.F.P.

This solicitation is being undertaken in accordance with NJSA 1944.4 et seq. as a "fair and open" competitive process and in compliance with the rules and restrictions

set forth by the State's Local Pay to Play law

WILLIAM F SNYDER
Executive Director

Newton Housing Authority
32 Liberty Street
Newton, New Jersey 07860

COMPETITIVE PROPOSAL EVALUATION SYSTEM

Prepared by:

Type of Service: Legal Services

Name/Address of Respondent:

1) Demonstrated experience and competence in this type of work (15 Points).

2) Familiarity with the Newton Housing Authority's Programs in specific and HUD rules and regulations in general (20 Points).

3) Capability and capacity to accomplish work within the required time period (20 Points).

4) Geographic location of the firm relative to the proximity to the Housing Authority (5 Points).

5) Specialized experience of key personnel in Housing Authority Programs (25 Points).

6) Firm's Equal Opportunity Policy. Each bidder must ensure that all employees and applicants for employment are not discriminated against because of race, color, religion, sex or national original (5 Points).

7) Price (10 Points)

Total Point Score:

Narrative Review of Proposal:

PROPOSAL FOR LEGAL SERVICES

Newton Housing Authority
32 Liberty Street
Hackensack, New Jersey 07960
(973 383-5191)

Firm Name:

Address:

Telephone #

Contact Person:

1/1/2027-12/31/2027: Hourly Rate $

1/1/2028-12/31/2028: Hourly Rate $

Annual Retainer (Paid monthly): $

Legal Advertisement

REQUEST FOR PROPOSALS

The Newton Housing Authority, New Jersey will accept proposals for the following services:

"Ordinary Legal Services"

It is the Housing Authority's desire to retain duly qualified, competent, and capable attorney. All services must be in accordance with the existing laws, rules, orders, directives, and regulations governing these services and supplies.

All persons interested in submitting a proposal for legal services should contact the Newton Housing Authority in order to receive a copy of the formal Request for Proposals. The RFP specifies the scope of the services and the requirements for submitting proposals. The RFP is also available on the Newton Housing Authority website at: newtonhousingauthority.com.

All proposals must be submitted to the office of the Newton Housing Authority, 32 Liberty Street, Newton, New Jersey on or before Wednesday, December 2nd, 2026, by 10:00 AM.

The Housing Authority reserves the right to reject any and all proposals received for these services. It also reserves the right to terminate the vendor, for convenience, at any time during the term of the contract.

This solicitation is being undertaken in accordance with NJSA 1944.4 et seq. as a "fair and open" competitive process and in compliance with the rules, and restrictions set forth by the State's Local Pay to Play law.

WILLIAM F. SNYDER
Executive Director

LEGAL SERVICES AGREEMENT

This AGREEMENT made this 1st day of January 2025 by and between the Newton Housing Authority a public corporation with its offices at 32 Liberty Street, Newton, New Jersey hereinafter referred to as the "Authority," and Breslin & Breslin,

41 Main Street, Hackensack, New Jersey, hereinafter referred to as the "Attorney."

WITNESSETH:

That the Authority does hereby retain the attorney for the performance of certain legal services, all as hereinafter set forth, at the consideration hereinafter recited, and the attorney does hereby accept such retention and agrees to render all legal services necessary or proper for the protection of the interests and property of the Authority as hereinafter set forth.

1. SCOPE OF LEGAL SERVICES

The scope of legal services being requested will be as follows and will pertain to all of the Housing Authority's programs (including, but not limited to: Public Housing, Capital Fund Program, Community Development, and other programs):

(a) Attend meetings of the Authority when requested.

(b) Confer with and advise the officers and employees on Authority related legal matters, when required.

(c) Consult with parties having business with the Authority, on

(d) Review and approve the legality of Contracts, legal instruments, legal documents, and other written legal materials prepared by others and submitted to the Authority for action.

(e) Handle in an appropriate manner, all legal questions and matters arising out of

or under legal contracts, legal instruments, legal documents, and other legal materials with or concerning the Authority.

(f) Render legal opinions, when requested, on all matters submitted by the Authority.

(g) Provide legal advice, assistance, and counsel in actions arising at the Housing Authority.

(h) Institute and bring to successful conclusion in Courts of original jurisdiction all actions for the recovery of possession of dwelling units or for the collection of rents and related charges (2 cases per year included in retainer).

(1) Appear for and represent the Authority in all litigation matters, accept extraordinary matters as hereafter provided.

(j) Coordinate all legal actions brought against the Authority, its officers and employees in conjunction with Authority business (including HUD approval of litigation).

(k) Recommend updates to Housing Authority policies in accordance with applicable rules, orders, laws, and suggestion of the Housing Authority.

All costs associated with the items contained in the "Scope of Services" will be

covered by the hourly rate listed under "Compensation."

TIME OF PERFORMANCE

The services of the attorney are to commence upon January 1st, 2027 and shall be undertaken and completed at the end of the Authority fiscal year 12/31/28 (12 months with 1–12-month renewal).

COMPENSATION

Compensation to the attorney for satisfactory performance of his services hereunder shall be based upon their hourly rate of $175.00 per hour. All services listed in this contract shall be billed at the attorney's hourly rate. All invoices shall be itemization listing the time, date and work performed.

REIMBURSEMENT

The Authority shall reimburse the attorney for out-of-pocket expenses incurred by the attorney, with the approval of the Authority in connection with filing and recording fees, court costs, witness fees and overnight mailing.

TERMINATION

This contract shall be subject to termination by either party. Both parties must receive 30 days written be notice of the intent to terminate.

IN WITNESS WHEREOF the parties hereto have caused this contract to be executed the day and year first above written.

NEWTON HOUSING AUTHORITY

By:

ATTORNEY

By: