



## HOUSING AUTHORITY OF THE BOROUGH OF HIGHLANDS

215 Shore Drive  
Highlands, New Jersey 07732  
(732) 872-2022  
Fax (732) 291-8743

Ptak Towers

Jennie Parker Manor

### **Request for Proposals – General Legal Counsel 2/1/26-1/31/27**

**Proposals due by 2:00 p.m. on Friday, December 19, 2025**

**I. INTRODUCTION** - The Housing Authority of the Borough of Highlands, New Jersey (Authority), is seeking proposals from qualified attorneys or law firms to be retained as the Authority's General Legal Counsel for two one-year periods. It is the Authority's desire to retain and employ a duly qualified attorney to act as General Counsel for the Authority in all legal matters which may arise in connection with the business and management of its housing program. All legal services must be provided in accordance with 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. The Authority currently administers 125 units under Rental Assistance Demonstration (RAD) Project-Based Rental Assistance (PBRA) through HUD's Office of Multifamily Housing. There are 30 family units in Jennie Parker Manor, and 95 Senior/Disabled units in Ptak Towers under the HHA's jurisdiction.

The scope of the General Legal services being requested will relate to all of the Authority's units and participants. All services required of the Attorney are listed below and can be found in the Agreement for Legal Services included herein.

Attorneys submitting proposals in response to the Request for Proposals (RFP) must not be debarred, suspended or otherwise prohibited from professional practice by any Federal, State or Local agency. Sealed proposals must be submitted by 2:00 p.m. on Friday, December 19, 2025, at the Authority offices located at 215 Shore Drive, Highlands, NJ 07732 or via email to [reneed@highlandsha.org](mailto:reneed@highlandsha.org).

**II. QUALIFICATIONS** - Respondents to this RFP must be licensed to practice law in the State of New Jersey, must be experienced in representing local Housing Authorities, understand HUD funded programs and related federal regulations, be familiar with the Title 24 of the Federal Code of Regulations, State of New Jersey and municipal law and regulations pertaining to the business and activities of local housing authorities, including but not limited to procurement, be fully versed in New Jersey Public Contracts, New Jersey Open Public Meeting Act and State and Local Housing Authorities Law. Experience with HUD Handbook 4350.3 REV-1 is not required but preferred.

**III. TERM OF CONTRACT** - The term of this contract period shall be for a one (1) year period commencing February 1, 2026, through January 31, 2027. The contract shall be renewable for a second year through January 31, 2028, at the agreement of both parties.

All contract obligations shall prevail for at least 90 days after the effective date of the contract. For the protection of both parties, this contract may be canceled by either party giving 30 days prior notice in writing to the other party.

## **IV. TECHNICAL SPECIFICATIONS -**

### **A. RESPONSIBILITIES AND DUTIES OF GENERAL COUNSEL**

Responsibilities and duties of General Counsel inclusive for the Annual Retainer shall be:

1. Counsel shall confer with and provide legal advice to the members and staff of the Authority and handle all routine litigation.
2. Counsel shall attend all Public Meetings (regular and special) and Executive Sessions of the Board of Commissioners (every other month). Counsel shall prepare Minutes of the Executive Sessions and supervise, as to legality, the official minutes of the Authority.
3. Counsel shall prepare and/or review, as requested, Board of Commissioner Resolutions and Motions.
4. Counsel shall opine on the legality of the substantive matters of resolutions and motions of the Board of Commissioners.
5. Counsel shall submit to the Board of Commissioners a quarterly report of all pending litigation and other matters being handled.
6. Counsel shall review, as requested, all specifications for bids and/or quotations for legal compliance.
7. Counsel shall advise and assist the Authority in the preparation and/or analysis of all contracts, leases, position papers, and other instruments on certificates as may be required from time to time and at any time. Counsel shall handle all legal questions arising from or pertaining to all such instruments and certificates including but not limited to the rendering of legal opinions (oral or written) on all matters submitted by the Authority.
8. Counsel shall appear for and represent the Authority in routine litigation matters. A case shall be considered “routine” if it does not require substantial litigation services. Whenever the Attorney is of the opinion that litigation is non-routine, the Authority shall be notified promptly. If it is in agreement with the Attorney’s opinion, the Authority shall retain litigation counsel in accordance with its procurement policy and the HUD Litigation Handbook.

### **B. AVAILABILITY FOR “NON-ROUTINE” LITIGATION**

1. Counsel shall be available for “non-routine” litigation at the discretion of the Authority. Litigation should be considered non-routine if it requires substantial litigation services beyond those provided in Subsections A and B above. These services will only be authorized in accordance with the Authority’s procurement policy and HUD Litigation Handbook.

## **V. SELECTION PROCESS**

1. The contract will be awarded to the offeror submitting the proposal which is most advantageous to the Authority considering price and other criteria as determined by the Authority in accordance with the Evaluation Factors contained in Section VI below.
2. The proposal must include the resumes of the individual(s) who propose to represent the Authority and at least five recent references (housing authorities most preferred, similar businesses next preferred) which contain business name, address, telephone number and name of contact person. The Authority may contact any and all references to verify or clarify knowledge and or experience in evaluated areas as demonstrated with other clients.

## VI. EVALUATION PROCESS-COMPETITIVE PROPOSAL EVALUATION SYSTEM

All proposals will be evaluated by the Authority in accordance with the following factors and requirements:

<b>FACTORS:</b>	<b>POINTS:</b>
1. Specific experience with laws, regulations and business aspects of State/Federal Public Housing Agencies. Scoring of this evaluation factor shall be based on evidence of experience in the following areas: a. New Jersey and Federal Public Contracts and Procurement Laws b. New Jersey local government ethics laws c. Right-to-know laws d. NJ Local Housing Authorities Law e. HUD's Procurement Regulations f. Open Public Meeting Law and Regulations g. Davis Bacon laws, rules and regulations	20
3. Experience in financial obligations of Housing Authorities. Scoring of this evaluation factor shall be based on evidence of experience in the following areas: a. Non-Profits b. Public Housing Authority Joint Insurance Fund (PHAJIF) c. Inter-local Agreements d. Redevelopment	40
4. Price. a. Proposers shall submit an annual fee that will represent the full compensation for services to be rendered under this contract from February 1, 2026, through January 31, 2027. Should the HHA exercise the option to extend, the Attorney, will receive the same amount annually for the period of February 1, 2027, through January 31, 2028. b. The annual fee shall include a set amount of evictions which proposers shall specify in this section. Proposers shall also include the fee for each eviction in excess said amount of evictions filed on behalf of the HHA. c. Counsel shall include an hourly rate for “non-routine” litigation at the discretion of the Authority. Litigation should be considered non-routine if it requires substantial litigation services beyond those provided in Subsections A and B above. Include all applicable hourly rates in this section.	40

## VII. SUBMISSION REQUIREMENTS

1. Interested firms shall submit one original copy of their proposals to the Highlands Housing Authority, 215 Shore Drive, Highlands, NJ 07732 no later than 2:00 p.m. prevailing time on Friday, December 19, 2025, by mail or delivery. The proposals must be sealed in an envelope clearly marked “**General Legal Counsel -Do not open before 2:00 p.m. on 12/19/25**” with the Respondent’s name, address, telephone number and fax number. The submission may also be made by emailing all documents to [reneed@highlandsha.org](mailto:reneed@highlandsha.org) no later than 2:00 p.m. prevailing time on Friday, December 19, 2025. The subject of the email should read “General Legal Counsel RFP 2025-12”.
2. The resumes of the individual(s) who propose to represent the Authority and at least five recent references (housing authorities most preferred, similar businesses next preferred) which contain business name, address, telephone number and name of contact person. The Authority may contact any and all

references to verify or clarify knowledge and or experience in evaluated areas as demonstrated with other clients.

3. Detailed explanations of evaluation factors 1-4 under part VI above.
4. A signed Stockholder Disclosure Certification.
5. A signed Non-Collusion Affidavit.
6. A Business Registration Certificate.

## STOCKHOLDER DISCLOSURE CERTIFICATION

Name of Business: \_\_\_\_\_

I certify that the list below contains the names and home addresses of all stockholders holding 10% or more of the issued and outstanding stock of the undersigned.

**OR**

I certify that no one stockholder owns 10% or more of the issued and outstanding stock of the undersigned.

**Check the box that represents the type of business organization:**

Partnership  
 Limited Partnership  
 Subchapter S Corporation

Corporation  
 Limited Liability Corporation

Sole Proprietorship  
 Limited Liability Partnership

**Sign and notarize the form below, and, if necessary, complete the stockholder list below.**

**Stockholders:**

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Home Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Home Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Home Address: \_\_\_\_\_  
\_\_\_\_\_  
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Home Address: \_\_\_\_\_  
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Name: \_\_\_\_\_

Name: \_\_\_\_\_

Home Address: \_\_\_\_\_  
\_\_\_\_\_  
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Home Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Type or print name of affiant)

Subscribed and sworn to before me this  
\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_.

[SEAL]

\_\_\_\_\_  
Notary Public, State of \_\_\_\_\_

My commission expires \_\_\_\_\_.

## **NON-COLLUSION AFFIDAVIT**

I, \_\_\_\_\_, \_\_\_\_\_,

of full age, being duly sworn according to law, on my oath depose and say that I am

(Title)

of the firm of

the Bidder, making the Bid for the following project: -

that I executed the said Bid, with 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 Bid and in this affidavit are true and correct, and made with full knowledge that the **Highlands Housing Authority** relies upon the truth of the statements contained in said Bid 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 selling agencies maintained by \_\_\_\_\_ (N.J.S.A. 52:34-15).

(name of contractor)

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(Signature)

(Type or print name of affiant)

Subscribed and sworn to before me this  
\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

[SEAL]

**Notary Public, State of**

My commission expires \_\_\_\_\_.