

REQUEST FOR PROPOSALS- DEVELOPMENT/REDEVELOPMENT LEGAL

The Pleasantville Housing Authority of New Jersey and affiliates (Authority) hereby seeks legal services with regard to its Development and Redevelopment functions.

Interested parties should contact Wilhelmina Monger at the Pleasantville Housing Authority, 168 North Main Street, Pleasantville, NJ 08232, (609) 646-3023, for a proposal packet or download the proposal package from our website at www.pleasantvilleha.org.

GENERAL SCOPE OF WORK

The law firm will represent the Pleasantville Housing Authority and Affiliates on all development/redevelopment projects for a term of one (1) year with an optional second year at the sole discretion of the Authority Board of Commissioners or affiliate Trustees. The firm will render legal assistance with respect to preparation and review of all documents related to development/redevelopment projects including but not limited to development/redevelopment agreements with developers. The firm will draft all necessary resolutions to approve developers and other resolutions as may be required for the development/redevelopment process. In connection with resolutions, a member of the firm will personally appear before the Board of Commissioners to explain the resolution and to answer appropriate questions. The firm will attend meetings requested by the Authority. The firm will provide legal assistance with respect to acquisitions and reconveyance of properties in the development/redevelopment area by purchase or by condemnation. The firm will assist in relocation of occupants of the development/redevelopment area. If necessary, the firm will represent the Authority with respect to any bond financing which may be required to finance a development/redevelopment project.

The representation and assistance includes but not limited to:

1. Provide legal advice to the Authority including but not limited to project financing, project development and management, demolition, disposition, acquisition and redevelopment of real estate, and applicable statutory, regulatory and/or policy requirements.
2. Provide legal consultation in the development of evidentiary submissions to the U.S. Department of Housing and Urban Development (HUD), the State of New Jersey and City of Pleasantville, NJ or any stakeholder; and may include meetings with relevant staff from agencies.
3. Assist the Authority in the negotiation of partnership and/or intergovernmental agreements.
4. Provide legal advice on the development agreement between the Authority and the proposed developer. This document establishes the duties and responsibilities of the parties, the allocation of expenses and risks, provides guarantees, and describes all compensation to be received.
5. Development of ground lease that obligates the owner of the public housing units to operate and maintain the units as public housing for the term of the low-income use restrictions; and ensuring that the terms of the ground lease are consistent with Federal public housing requirements.
6. Preparation of the Declaration of Restrictive Covenants that will be entered into between the Authority and the owner of public housing units and be recorded in the appropriate land records. The document will define the terms for the provision of public housing and will cite low-income use restrictions.
7. Development of the Regulatory and Operating Agreement that governs the use and operation of

the public housing units in the mixed-finance project; establishes the Authority's methodology for the provision of operating subsidy on behalf of the public housing units; provides for the establishment and replenishment of project reserves; and describes the agreed upon method for dealing with operating deficits and any future reduction in operating subsidy that Congress may pass.

8. Development of Management Agreement between the Authority and the selected management company that governs the operations of the project including the use of a site-based waiting list and local preferences.
9. Develop, assist and review Property Management Agreements between the Authority or Affiliate and Property Owners or legal representatives.
10. Review and assist in closings related to the acquisition of real estate for replacement housing purposes.

PROPOSAL REQUIREMENTS

Proposals shall contain the following:

1. Description of law firm's qualifications and experience.
2. Hourly rate for legal services to be provided. The hourly rates must be separate rates for various categories of the law firm's staff.
3. The name of the lead attorney for the firm who will be representing the Housing Authority.
4. Three (3) references.
5. Proof of Certificate of registration from the State of New Jersey should be included with your contract. Failure to submit proof of the registration would be considered a mandatory rejection of the bid.
6. Contracts with an anticipated value over \$17,500 dollars (in the annual aggregate) must be awarded pursuant to the fair and open award process or by a non-fair and open process as required by the New Jersey Pay-to-Play law (N.J.S.A. 19:44A-20. et seq.).

QUALIFICATIONS AND EXPERIENCE

All respondents shall demonstrate and provide evidence that they possess the following:

1. Detailed and thorough knowledge of New Jersey Development/Redevelopment and Housing Law, *NJSA 40A:12A*, and related statutes.
2. Detailed and thorough knowledge of U.S. Department of Housing and Urban Development (HUD) statutes & regulations.
2. Detailed and thorough knowledge of New Jersey Condemnation Law including New Jersey and Federal Relocation requirements.
3. Detailed and thorough knowledge of New Jersey Bonding Law.
4. Sufficient manpower and resources to diligently carry out the required duties.
5. Certification that the firm is not debarred.
6. Certification of compliance with affirmative action rules, requirements of *NJAC 17:27-1.1, et seq.*
7. W-9 and NJ Business Registration Certificate

EVALUATION CRITERIA

1. The degree to which the respondent meets the qualifications and experience requirements. Score will be from zero to seventy-five percent (0-75%)

2. Acceptability of proposed hourly billing rates. Score will be from zero to twenty percent (0-25%) _____

TOTAL SCORE: _____

SUBMISSION OF PROPOSALS

Original and three (3) copies of proposals shall be submitted to Pleasantville Housing Authority no later than 12 p.m. on **June 28, 2022**. The address for mail, next day delivery or personal delivery is:

**Pleasantville Housing Authority
Attn: Purchasing
168 N. Main Street
Pleasantville, NJ 08232**

All proposals must be clearly marked
“PROPOSAL FOR LEGAL SERVICES FOR REDEVELOPMENT/DEVELOPMENT”

The Housing Authority retains the right to reject any and all proposals and to award the Contract as deemed to be in its best interest.