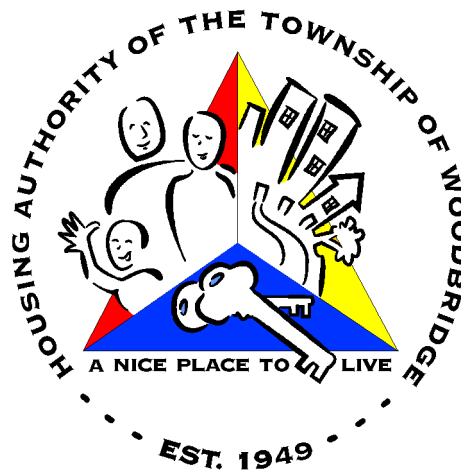


**Housing Authority of the Township of Woodbridge
10 Bunns Lane, Woodbridge, NJ 07095-1726**

Phone: (732) 634-2750

Fax: (732) 634-8421

Donna Brightman, Executive Director



**Request for Proposals
For:**

Special RAD Tax Counsel

June 2017

Sealed Proposals due no later than 10:00 AM on June 6, 2017

Welcome to the Woodbridge Housing Authority

In 1937 Congress passed the US Housing Act to “alleviate unemployment and to remedy unsafe and unsanitary housing conditions and the acute shortage of decent, safe and sanitary dwelling for families of low income.” The legislation was designed to encourage construction, create employment opportunities, and provide shelter for low-income families and clear sub-standard housing. Emphasizing local control of its programs, the Housing Act provided for housing in which rents would relate to the tenant’s ability to pay.

The Housing Authority of the Township of Woodbridge, New Jersey, was created October 14, 1949. The Township Ordinance creating the Authority was adopted August 16, 1949.

The Authority is composed of 150 units of family public housing, 415 units of senior citizen public housing and 405 units of Section 8 housing.

The purpose of the Woodbridge Housing Authority is to create and maintain safe, decent and sanitary housing for those individuals of low to moderate income.

Mission Statement

It is the mission of the Woodbridge Housing Authority to:

- ◆ Provide affordable, decent, safe and sanitary housing through the maintenance of our existing units and the development of new units;
- ◆ Create an environment which enables residents to live responsibly and with dignity;
- ◆ Support residents in their effort to achieve self-sufficiency;
- ◆ Honor public commitments in a fiscally and ethically responsible manner;
- ◆ Create and maintain public confidence in the Authority’s operations and staff;
- ◆ Ensure that the facilities owned and managed by the WHA are marketable in the community and are appealing to residents;
- ◆ Enable the WHA staff to improve their performance through appropriate vision, education, training and career development;
- ◆ Maintain a level of communications between employees, referral agencies, residents and the general public to provide up-to-date and responsive service to the public served by the WHA;
- ◆ Establish performance goals that meet or exceed industry standards and that optimize the use of available resources to achieve its performance objectives; and
- ◆ Assist the city, state and national governments in identifying and addressing housing needs.

**WOODBRIIDGE HOUSING AUTHORITY
REQUEST FOR PROPOSALS
SPECIAL RAD TAX COUNSEL**

Introduction

The Housing Authority of the Township of Woodbridge, New Jersey (Authority) will accept proposals for Special RAD Tax Counsel specializing in legal disciplines necessary to perform a financing required in the conversion of public housing to HUD's Rental Assistance Demonstration Program (RAD). All services must comply with the existing rules, orders, directives, regulations and ensure full compliance with the law.

I. Scope of Services

The services that are requested will be as follows:

- 1) Review and comment on proposed financing structure. Prepare the necessary legal opinion to support this determination in the form as required by the lender.
- 2) Represent the Authority before all boards and entities necessary to complete the necessary financing including NJ Local Finance Board.
- 3) Prepare and review all financing documents for debt transactions.
- 4) Prepare necessary documents and obtain approval necessary to issue debt, including appearing before all required regulatory agencies.
- 5) Issue all necessary legal opinions for the subject financing.
- 6) Prepare and process all documents and approvals for RAD closing as listed on the RAD closing checklist applicable to the financings.
- 7) Other services as requested by the Authority.

II. Qualifications

- 1) Must possess all applicable licenses and certifications necessary to undertake this work.
- 2) Must have experience in assisting government agencies in obtaining financing, both taxable and tax-exempt.
- 2) Must be approved or approvable by the United States Department of Housing and Urban Development to provide these services, if, and as may be required.
- 3) Should have previous experience providing these services on a similar scale.

III. Proposal Submission

The following items should be included in the proposal:

- 1) Proposal Submission Sheet;
- 2) Listing of similar projects that the firm has previously completed and/or is currently working on, including the status thereof
- 3) Listing of references;
- 4) Copies of applicable licenses and certifications;
- 5) Valid New Jersey Business Registration Certificate.
- 6) Certification that the neither the firm nor any of the principals have been suspended or debarred from participation in HUD Programs.

- 7) Non-Collusive Affidavit.
- 8) Affirmative Action Compliance Notice.
- 9) Statement of Ownership form.

One original and one copy of the proposal are to be submitted to the office of the Woodbridge Housing Authority, 10 Bunns Lane, Woodbridge, New Jersey 07095, Attention: Donna Brightman, Executive Director on or before 10:00 AM (prevailing time) on June 6, 2017 at 10:00 AM. **NO LATE PROPOSALS WILL BE ACCEPTED.** All proposals must be enclosed in a properly sealed envelope bearing on the outside the name of the bidder and the words: "RFP – RAD Special RAD Tax Counsel".

The Authority will evaluate all proposals according to its "Competitive Proposal Evaluation System." All proposals for Special RAD Counsel should be submitted on the required proposal submission sheet. This sheet should be the first page of your proposal.

This solicitation for proposals is being made in accordance with the New Jersey Local Unit Pay to Play law (NJSA 19:44A 20.4 et seq.) as a "fair and open" process. All proposals will be publicly opened on the date and time specified in the RFP.

The Housing Authority reserves the right to reject any and all proposals and to waive any informalities. No proposal may be withdrawn for a period of sixty (60) days without written consent of the Authority. It also reserves the right to terminate the Consultant, for convenience, at any time during the term of the contract.

Notice – Request for Proposals

The Housing Authority of the Township of Woodbridge, New Jersey (Authority) will accept proposals for "Special RAD Tax Counsel" in order to retain a duly qualified, competent and capable law firm specializing in the necessary disciplines to convert public housing under HUD's Rental Assistance Demonstration Program (RAD). Interested parties may download the full Request for Proposals (RFP) from www.WoodbridgeHousingAuthority.org. The RFP specifies the scope of the services and the requirements for submitting proposals. Sealed Proposals in response to the RFP (one original and one copy) are due no later than 10:00 AM on June 6, 2017 at the offices of the Authority, 10 Bunns Lane, Woodbridge, New Jersey 07095. **NO LATE PROPOSALS WILL BE ACCEPTED.** All proposals must be enclosed in a properly sealed envelope bearing on the outside the name of the bidder and the words: "RFP – Special Tax Counsel". The Authority is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, sex, religion, age or handicapped status in the employment or procurement of services. Bidders are required to comply with the requirements of Public Law 1975 Chapter 127 (N.J.A.C. 17:27) which pertains to "Non-Discrimination" and "Affirmative Actions", and Public Law 1977, c.33, which requires a Statement of Corporate Ownership. Bidders are also required to provide proof of valid business registration with the New Jersey Division of Revenue. The Authority reserves the right to reject any and all proposals.

Woodbridge Housing Authority
RAD Conversion
COMPETITIVE PROPOSAL EVALUATION SYSTEM

Professional Services

Type of Services: Special RAD Tax Counsel

Name/Address of Respondent:

- 1) Demonstrated Experience and Competence in this Type of Work. (25 Points)**

- 2) Familiarity with Program Rules**
 - HUD RAD Rules & Regulations (10 Points)**
 - HMFA Rules & Regulations (10 Points)**

- 3) Capability and Capacity to Accomplish Work within the Required Time Period. (15 Points)**

- 4) Specialized Experience of Key Personnel in Housing Authority Programs. (15 Points)**

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

- 7) Price (20 Points)**

Total Point Score:

Narrative Review of Proposal:

**Woodbridge Housing Authority
10 Bunns Lane
Woodbridge, New Jersey 07095
(732) 634 2750**

SPECIAL RAD TAX COUNSEL

PROPOSAL SUBMISSION SHEET

- 1) Name/Address of Firm:

- 2) Telephone Number:

- 3) Contact Person:

- 4) Amount of Fee (attach separate sheet, if necessary):
 - a. Not to exceed maximum fee: _____
 - b. Hourly rate for other services: _____

- 5) Amount of Any Expected Reimbursables:

- 6) Other:

NOTE: Not to exceed price should encompass all work listed in this RFP and related legal work to bring the RAD conversion to fruition.

CERTIFICATION

Suspension & Debarment Form

Date: _____

Name of Firm: _____

Address: _____

Telephone #: _____

I, _____ (name), duly appointed _____ (position) of the _____
_____ (name of firm) do hereby certify that I, nor any of principals of our firm are
suspended or debarred from doing business with the U.S. Department of Housing & Urban Development.

Subscribed and sworn before me

this _____ day of _____, 20__.

(Notary Public)

Print Name & Title of Affiant

My Commission expires:

(Corporate Seal)

Housing Authority of the Township of Woodbridge NON-COLLUSION AFFIDAVIT

State of New Jersey
County of Middlesex

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 _____ relies upon the truth of the statements contained in said Proposal
(name of contracting unit)
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)

STOCKHOLDER DISCLOSURE CERTIFICATION

This Statement Shall Be Included with Bid Submission

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 Liability Corporation Corporation Sole Proprietorship
 Limited Partnership Limited Liability Partnership Subchapter S Corporation

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: _____ Home Address: _____

Subscribed and sworn before me this ____ day of _____, 2__.

(Notary Public)

My Commission expires:

(Affiant)

(Print name & title of affiant)

(Corporate Seal)

AFFIRMATIVE ACTION COMPLIANCE NOTICE

N.J.S.A. 10:5-31 and N.J.A.C. 17:27

GOODS AND SERVICES CONTRACTS (INCLUDING PROFESSIONAL SERVICES)

This form is a summary of the successful bidder's requirement to comply with the requirements of N.J.S.A. 10:5-31 and N.J.A.C. 17:27.

The successful bidder shall submit to the public agency, after notification of award but prior to execution of this contract, one of the following three documents as forms of evidence:

a. A photocopy of a valid letter that the contractor is operating under an existing Federally approved or sanctioned affirmative action program (good for one year from the date of the letter);

OR

b. A photocopy of a Certificate of Employee Information Report approval, issued in accordance with N.J.A.C. 17:27-4;

OR

c. A photocopy of an Employee Information Report (Form AA302) provided by the Division and distributed to the public agency to be completed by the contractor in accordance with N.J.A.C. 17:27-4.

The successful vendor may obtain the Affirmative Action Employee Information Report (AA302) from the contracting unit during normal business hours.

The successful vendor(s) must submit the copies of the AA302 Report to the Division of Contract Compliance and Equal Employment Opportunity in Public Contracts (Division). The Public Agency copy is submitted to the public agency, and the vendor copy is retained by the vendor.

The undersigned vendor certifies that he/she is aware of the commitment to comply with the requirements of N.J.S.A. 10:5-31 and N.J.A.C. 17:27 and agrees to furnish the required forms of evidence.

The undersigned vendor further understands that his/her bid shall be rejected as non-responsive if said contractor fails to comply with the requirements of N.J.S.A. 10:5-31 and N.J.A.C. 17:27.

COMPANY: _____

SIGNATURE: _____

PRINT NAME: _____ TITLE: _____

DATE: _____