

THE HOUSING AUTHORITY OF THE TOWNSHIP OF FLORENCE

REQUEST FOR PROPOSALS

LEGAL SERVICES

LOW-INCOME PUBLIC HOUSING

FISCAL YEAR ENDING: 03/31/27

PROPOSALS DUE BY

**AUGUST 10, 2026
3:00PM**

LEGAL SERVICES

LOW INCOME PUBLIC HOUSING

BACKGROUND

The Housing Authority of the Township of Florence (the “Authority”) was organized in 1953 with the primary goal to provide a decent home in a suitable living environment for families which could not afford standard private housing. The Authority’s program is administered at the local level in accordance with State Law.

The Department of Housing and Urban Development (HUD) has entered into contracts with the Authority for grants and loans providing financial assistance for the development of public housing units and additionally, providing operating subsidies to pay for the operation of low income public housing.

General supervision, direction and program guidance for the low income public housing units are provided through the HUD Field Office in Newark, New Jersey.

PROGRAMS FOR WHICH LEGAL SERVICES ARE REQUESTED

Low Income Public Housing:

The Authority owns and manages 50 units of Low Income Public Housing.

SERVICES TO BE PROVIDED

SECTION I. Scope of Legal Services

The Attorney shall act as General Counsel for the Authority and shall perform the following services as needed:

- a) Attend meetings of the Authority and supervise the drafting of resolutions;
- b) Supervise, as to legality, the official minutes of the Authority;

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- c) Give general advice and assistance to members and employees of the Authority with respect to ordinary business of the Authority;
- d) Provide legal consultation to all parties having dealings with the Authority in connection with its management business;
- e) Approve the legality of contracts and all payments there under;
- f) Handle all ordinary legal questions and matters of management arising under contracts of the Authority;
- g) Supervise the defense by the Authority of all claims for personal injury and property damage;
- h) Appear for and represent the Authority in Court in certain cases which advance to litigation, as provided hereunder;
- i) Institute and bring to successful conclusion in a Court of original jurisdiction all actions for the recovery of possession of dwelling units or for the collection of rent;
- j) Perform all the services and comply with all the terms and conditions as set forth in the Agreement for Legal Services, Appendix I annexed.

SECTION II. Time of Performance

The services of the Attorney are to commence on **October 1, 2026** and end on **September 30, 2027**.

INFORMATION AND DATE REQUIRED OF EACH RESPONDENT:

A. Method of providing the requested services.

Your proposal should include your understanding of the steps necessary to perform the work.

B. Qualification and experience.

1. Demonstrate the ability of the named attorney of the Firm who will be personally charged with and have the primary obligation to perform the requested services by listing prior relevant experience.

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2. Demonstrate the ability of other specifically named attorneys of the firm to perform the requested services by listing prior relevant experience.
 3. Description of present or prior legal services with the Florence Housing Authority.
- C. Cost of Services.
1. The Authority desires to receive a fixed hourly rate of compensation for these services.

REQUIREMENTS

1. The Authority requires these services to begin on **October 1, 2026** and continue through **September 30, 2027**.
2. Respondents must demonstrate agreement with these terms in their response. Failure to return an executed "Agreement for Legal Services" (Appendix I, annexed) may result in rejection of respondent's proposal.
3. The Attorneys must be licensed to practice law in the State of New Jersey.

SMALL, MINORITY AND WOMEN OWNED BUSINESS ENTERPRISES
PARTICIPATION

Set forth the degree of participation by the respondent in the work under This proposal by the above mentioned interests.

SELECTION CRITERIA

The Attorney will be selected based upon his/her responses to the above criteria. The Authority reserves the right to reject any or all proposals.

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LEGAL PROPOSAL

PROPOSAL SUBMISSIONS

Responses to request for Proposals are to be submitted by **3:00pm**
AUGUST 10, 2026 and addressed as follows:

Gary J. Centinaro, Executive Director
Housing Authority of the Township of Florence
620 West Third Street
Florence, NJ 08518
609-499-0575
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