IRVINGTON HOUSING AUTHORITY

50 Union Avenue, Suite 702 | Irvington, New Jersey 07111

REQUEST FOR PROPOSALS

General Counsel Legal Services

Public Housing Program & Housing Choice Voucher Program

RFP Number:	IHA-RFP-2026-04
Issue Date:	April 21, 2026
Questions Deadline:	May 29, 2026, 5:00 PM EST
Proposals Due:	June 11, 2026, 2 PM EST
Anticipated Award:	September 2026
Contract Term:	Two (2) years, with up to two (2) one-year renewal options

Issued by:
Mr. Corey Franklin, Executive Director
Irvington Housing Authority
50 Union Avenue, Suite 702, Irvington, New Jersey 07111
Procurement Contact: Doug Helmann, dhelmann@ihanj.org, (571) 447-3629

This procurement is conducted pursuant to HUD procurement standards (2 CFR Part 200), the New Jersey Local Public Contracts Law (N.J.S.A. 40A:11-1 et seq.), and all applicable federal and state requirements.

Section 1 — Introduction and Background

1.1 About the Irvington Housing Authority

The Irvington Housing Authority (the "Authority" or "IHA") is a public body corporate body organized under the New Jersey Local Housing Authorities Law (N.J.S.A. 55:14A-1 et seq.). The Authority is governed by a Board of Commissioners and is administered by Executive Director Mr. Corey Franklin. The Authority's principal office is located at 50 Union Avenue, Suite 702, Irvington, New Jersey 07111.

The Authority administers two principal housing programs on behalf of eligible low-income residents of the Township of Irvington and surrounding areas:

- Public Housing Program: Approximately 660 public housing units located across 3 developments, subject to HUD's public housing program regulations under 24 CFR Parts 905, 960, 964, 966, 968, 969, 970, and 990.

- Housing Choice Voucher (HCV) Program: Approximately 430 HCV vouchers, including project-based vouchers (PBVs), administered pursuant to 24 CFR Parts 982 and 983.

The Authority operates under an Annual Contributions Contract (ACC) with the U.S. Department of Housing and Urban Development (HUD) and is subject to HUD's oversight, including compliance with the Public Housing Assessment System (PHAS) and Section 8 Management Assessment Program (SEMAP).

1.2 Purpose of this RFP

The Irvington Housing Authority seeks proposals from qualified law firms or individual attorneys ("Proposers") to provide General Counsel legal services on a retainer and/or as-needed basis. The selected firm or attorney will serve as the primary legal advisor to the Authority's Board of Commissioners and Executive Director on all matters affecting the Authority's operations, programs, and regulatory compliance.

1.3 Procurement Authority

This procurement is conducted in accordance with:

- 2 CFR Part 200, Subpart D — Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards;
- 24 CFR Part 85 — Administrative Requirements for Grants and Cooperative Agreements to State, Local and Federally Recognized Indian Tribal Governments;
- The New Jersey Local Public Contracts Law, N.J.S.A. 40A:11-1 et seq.;
- The Authority's Board-approved Procurement Policy; and
- HUD Notice PIH 2019-09 (or its current successor) regarding procurement of professional services.

Section 2 — Scope of Services

The General Counsel shall provide comprehensive legal advice and representation to the Irvington Housing Authority across all areas of the Authority's operations. The following subsections describe the primary areas of service required.

2.1 Public Housing Program

- Advising on compliance with HUD public housing regulations (24 CFR Parts 905, 960, 964, 966, 968, 969, 970, and 990);
- Reviewing and drafting Admissions and Continued Occupancy Policies (ACOP), lease documents, and lease amendments;
- Advising on rent calculation, income verification, and flat rent requirements;
- Counseling on maintenance, capital improvement, and asset management legal matters;

2.2 Housing Choice Voucher (HCV) and Project-Based Voucher (PBV) Program

- Advising on compliance with HCV program regulations (24 CFR Part 982) and PBV regulations (24 CFR Part 983);
- Reviewing and drafting Administrative Plans, Housing Assistance Payment (HAP) contracts, and PBV Housing Assistance Payment contracts;
- Advising on landlord abatements, terminations of HAP contracts, and related enforcement;

- Representing the Authority in informal hearings on HCV participant terminations;
- Advising on TPV (Tenant Protection Voucher) issuance, portability, and administration;
- Counseling on rent reasonableness determinations and payment standard adjustments;
- Advising on utility allowance schedules and inspections (HQS/NSPIRE).

2.3 Corporate and Governance Matters

- Attending Board of Commissioners meetings (regular and special) as requested;
- Advising on Board governance, commissioner duties, ethics, and conflicts of interest under the New Jersey Local Authorities Fiscal Control Law and the New Jersey Local Government Ethics Law;
- Drafting and reviewing Board resolutions, policies, and administrative procedures;
- Advising on Open Public Meetings Act (N.J.S.A. 10:4-6 et seq.) and Open Public Records Act (N.J.S.A. 47:1A-1 et seq.) compliance;
- Reviewing executive director employment agreements, separation agreements, and related matters.

2.4 Procurement and Contracting

- Advising on procurement compliance under HUD and New Jersey Local Public Contracts Law requirements;
- Reviewing solicitations, bid documents, and award recommendations;
- Reviewing and negotiating professional services, construction, and general services contracts;
- Advising on prevailing wage obligations under the New Jersey Prevailing Wage Act and Davis-Bacon Act requirements;
- Responding to bid protests and disputes.

2.5 Employment and Labor Law

- Advising on federal and New Jersey employment law compliance, including FLSA, ADA, FMLA, NJFLA, NJLAD, and related statutes;
- Reviewing personnel policies, employee handbooks, and disciplinary procedures;
- Advising on collective bargaining matters if applicable;
- Responding to EEOC charges, New Jersey Division on Civil Rights complaints, and related administrative matters;
- Advising on workers' compensation and employee benefits matters.

2.6 Litigation and Dispute Resolution

- Representing the Authority in New Jersey Superior Court, including eviction/dispossess proceedings under N.J.S.A. 2A:18-61.1 et seq.;
- Handling administrative appeals to HUD, NJHMFA, and other regulatory agencies;
- Coordinating with outside litigation counsel as necessary;
- Advising on insurance claims, tort liability, and risk management.

2.7 Fair Housing and Civil Rights

- Advising on compliance with the Fair Housing Act (42 U.S.C. § 3601 et seq.), Section 504 of the Rehabilitation Act, and Title II of the ADA;
- Reviewing Affirmative Fair Housing Marketing Plans and Tenant Selection Plans;
- Responding to HUD and New Jersey Division on Civil Rights fair housing complaints;

- Advising on reasonable accommodation requests and Limited English Proficiency (LEP) compliance.

2.8 Additional Services

- Advising on environmental review requirements under NEPA and related HUD regulations;
- Reviewing grant agreements and compliance with federal funding requirements;
- Advising on insurance and bonding requirements;
- Other legal matters as directed by the Board or Executive Director.

Section 3 — Proposal Submission Requirements

3.1 Submission Deadline and Delivery

Sealed proposals must be received by the Irvington Housing Authority no later than June 11, 2026 at 2:00 PM Eastern Time. Late proposals will not be accepted and will be returned unopened.

> **Label Your Submission**
> Envelope or package must be marked: "SEALED PROPOSAL — RFP-IHA-2026-04— General Counsel Legal Services — DO NOT OPEN WITH REGULAR MAIL"

Deliver to:

Mr. Corey Franklin, Executive Director

Irvington Housing Authority

50 Union Avenue, Suite 702

Irvington, New Jersey 07111

Submit one (1) original and three (3) identical paper copies of the technical proposal, plus one (1) separately sealed fee proposal envelope.

3.2 Questions and Addenda

All questions must be submitted in writing by email to Doug Helmann at dhelmann@ihanj.org no later than May 29, 2026 at 4:00 PM Eastern Time. Responses will be issued as a written addendum distributed to all registered Proposers and posted at https://ihanj.org. Verbal responses are not binding. Proposers must acknowledge all addenda in their proposal submissions.

3.3 Required Proposal Contents

Proposals must be organized in tabbed sections in the following order:

Tab 1 — Cover Letter and Firm Overview

- Cover letter on firm letterhead, signed by a partner or authorized representative, identifying the proposed lead attorney and confirming the firm's availability and capacity to serve as IHA's General Counsel;
- Firm name, address, telephone, email, and website;

- New Jersey attorney license number(s) for all attorneys proposed to perform work and confirmation that each is in good standing with the New Jersey Supreme Court;
- Statement confirming the Proposer has read this RFP in full and can perform all services described herein;
- Disclosure of any current or pending client relationships that could present a conflict of interest with representing the Irvington Housing Authority.

Tab 2 — Qualifications and Relevant Experience

- Narrative describing the firm's experience in public housing law, HCV/Section 8 administration;
- Description of experience with HUD regulatory requirements, including ACOP, Administrative Plan, PHAS/SEMAP;
- Description of experience with New Jersey housing law, including dNew Jersey Local Authorities Fiscal Control Law, New Jersey Local Public Contracts Law, and NJLAD;
- Description of experience representing or advising New Jersey public housing authorities;
- Minimum of three (3) references from public housing authorities, housing agencies, or municipal clients for whom the Proposer has provided similar services within the past five (5) years. For each reference provide: client name, contact name and title, phone number, email address, and a brief description of services provided.

Tab 3 — Technical Approach

- Description of the Proposer's approach to providing prompt, responsive legal advice to the Authority's Board and staff;
- Description of how the Proposer will manage conflicts of interest, particularly with respect to adverse parties in litigation or procurement disputes;
- Description of any current clients or matters that could present conflicts with this engagement;
- Description of approach to file management, document retention, and communication with the Authority's Board and staff.

Tab 4 — Proposed Staffing Plan

- Identification of the lead attorney who will serve as primary contact and have overall responsibility for the engagement;
- Resumes and bar admission information for all attorneys proposed to perform work under this contract;
- Description of each attorney's role and area of primary responsibility;
- Description of the Proposer's plan for continuity of service in the event of staff transitions.

Tab 5 — Fee Proposal (Submitted in Separately Sealed Envelope)

The fee proposal must be submitted in a separate sealed envelope clearly labeled "Fee Proposal — IAH-RFP-2026-04 — General Counsel Legal Services." The fee proposal shall include:

- Proposed monthly or annual retainer amount (if applicable) and description of services covered by retainer;
- Hourly billing rates for each attorney and paralegal level proposed to perform work, listed separately by title and classification;
- Billing rate for Board meeting attendance;
- Proposed structure for litigation services (hourly, flat fee, or hybrid);
- Description of all anticipated reimbursable expenses and any not-to-exceed thresholds;

- Proposed billing cycle and invoice format.

Tab 6 — Required Certifications and Disclosures

- Affidavit of Non-Collusion (N.J.S.A. 52:34-15);
- New Jersey Business Registration Certificate from the Division of Revenue and Enterprise Services;
- New Jersey Pay-to-Play disclosure submission form
- Certification of non-debarment and non-suspension — SAM.gov active registration printout confirming no federal debarment or suspension;
- Certificate of Insurance demonstrating: (a) Professional Liability / Errors & Omissions — not less than $1,000,000 per claim; (b) Commercial General Liability — not less than $1,000,000 per occurrence; (c) Workers' Compensation as required by New Jersey law.

Section 4 — Evaluation and Selection

4.1 Evaluation Process

An Evaluation Committee appointed by Executive Director Mr. Corey Franklin will review all timely submitted proposals. Technical proposals will be evaluated first without reference to cost. Fee proposals will be opened and evaluated only for technically qualified Proposers. The Evaluation Committee may conduct oral interviews or request supplemental information from one or more finalists prior to making a final recommendation to the Board of Commissioners.

4.2 Evaluation Criteria and Scoring

Evaluation Criterion	Maximum Points
Qualifications & Experience in Public Housing Law (HUD, PHA, HCV)	35
Proposed Staffing and Qualifications of Lead Attorney	15
Technical Approach and Responsiveness to Scope	15
Fee Structure and Cost	25
References and Past Performance	10
Total	**100**

4.3 Negotiations and Award

The Irvington Housing Authority reserves the right to negotiate contract terms and fee arrangements with the highest-ranked Proposer. If negotiations with the top-ranked Proposer are unsuccessful, the Authority may proceed to negotiate with the next-ranked Proposer. Award is subject to approval by the IHA Board of Commissioners and, if required, by HUD.

Section 5 — Contract Terms and Conditions

5.1 Contract Term

The initial contract term shall be two (2) years from the date of execution, with the Authority's option to renew for up to two (2) additional one-year periods, subject to satisfactory performance and appropriation of funds. Either party may terminate the contract upon sixty (60) days' written notice to the other party.

5.2 Required Federal Contract Provisions

The resulting contract shall incorporate all required HUD and federal contract provisions, including:

- Equal Employment Opportunity clause (Executive Order 11246; 41 CFR Part 60);
- Non-Discrimination requirements (Title VI of the Civil Rights Act; Section 504; Title II ADA; Fair Housing Act);
- Byrd Amendment — Lobbying Certification (31 U.S.C. § 1352; 24 CFR Part 87);
- Debarment and Suspension Certification (2 CFR Part 180; 2 CFR Part 2424);
- Access to Records and Retention clause (2 CFR § 200.336; minimum three-year retention from final payment or audit resolution);
- Termination for Convenience and Termination for Cause provisions;
- Drug-Free Workplace Act compliance;
- Clean Air Act and Federal Water Pollution Control Act certifications.

5.3 Required New Jersey Contract Provisions

- Compliance with the New Jersey Local Public Contracts Law (N.J.S.A. 40A:11-1 et seq.);
- New Jersey Affirmative Action compliance (N.J.A.C. 17:27);
- New Jersey Pay-to-Play restrictions (N.J.S.A. 19:44A-20.26);
- New Jersey Business Registration requirement.

5.4 Conflict of Interest

The selected Proposer shall disclose all potential conflicts of interest to the Executive Director and Board, and shall comply with the New Jersey Rules of Professional Conduct regarding conflicts of interest. The Proposer shall not represent any party adverse to the Irvington Housing Authority in any matter without prior written consent of the Authority.

5.5 Confidentiality and Attorney-Client Privilege

All communications between the attorney and the Irvington Housing Authority shall be subject to the attorney-client privilege. The selected Proposer shall maintain the confidentiality of all Authority-related information and attorney-client privileged communications and work product. The obligation of confidentiality shall survive termination of the contract.

5.6 Insurance

The selected Proposer shall maintain the following insurance coverage throughout the term of the contract, naming the Irvington Housing Authority as an additional insured:

- Professional Liability / Errors & Omissions: Not less than $1,000,000 per claim and $2,000,000 in the aggregate;
- Commercial General Liability: Not less than $1,000,000 per occurrence;
- Workers' Compensation: As required by New Jersey law.

The attorney shall provide thirty (30) days' prior written notice to the Authority of any cancellation or material change in coverage.

Section 6 — General Conditions and Reservations

- The Irvington Housing Authority reserves the right to reject any and all proposals, to waive technical deficiencies, and to accept the proposal deemed most advantageous to the Authority.
- This RFP does not constitute a commitment by the Authority to award a contract or to pay any costs incurred in the preparation or submission of a proposal.
- All proposals and accompanying documents become the property of the Authority upon submission and are subject to disclosure under the New Jersey Open Public Records Act (N.J.S.A. 47:1A-1 et seq.) following award.
- Proposers may not contact IHA Board of Commissioners members or Authority staff other than the designated Procurement Contact during the solicitation period. Violation of this restriction may result in disqualification.
- The Authority may issue addenda to this RFP at any time prior to the submission deadline. Proposers are responsible for acknowledging all addenda in their proposals.
- This procurement is subject to HUD review if required under the Authority's Annual Contributions Contract or any applicable HUD directive.

Section 7 — Exhibits

The following exhibits are incorporated into and form part of this Request for Proposals:

Exhibit A	Sample Professional Legal Services Contract (provided at time of award)
Exhibit B	Affidavit of Non-Collusion (N.J.S.A. 52:34-15)

Note: Exhibits B must be completed and included in Tab 6 of the proposal submission. Exhibit A will be provided to the selected Proposer at the time of contract negotiation and award.

Authorized Issuance — Irvington Housing Authority

Name: Mr. Corey Franklin
Title: Executive Director, Irvington Housing Authority
Address: 50 Union Avenue, Suite 702, Irvington, New Jersey 07111
Date: April 21, 2026

Exhibit B

NON-COLLUSION AFFIDAVIT
(N.J.S.A. 52:34-15**)**

STATE OF New Jersey)
ss:
COUNTY OF Essex)

Re:

I, _____ (name)
of full age, being duly sworn according to law, on my oath depose and say:

I am the _____ (title)

of _____ (name of vendor),
the vendor for the above named project, and that I executed the said bid with full authority so to do; that the vendor 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 the bid and in this affidavit are true and correct, and made with full knowledge that the County of Monmouth relies upon the truth of the statements contained in the bid and in the statements contained in this affidavit in awarding a contract for the 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 my firm for the purpose of securing business.

Signed: X_____

Subscribed and sworn to
before me this _____ day
of _____, 20__.

_____
Notary Public of

My commission expires _____, 20____.