

**REQUEST FOR PROPOSALS  
LEGAL SERVICES – BOND/TAX COUNSEL  
HUD RAD TRANSACTION**

The Penns Grove Housing Authority (“Authority”), State of New Jersey, hereby requests proposals from qualified individuals or firms to provide Legal Services as Bond/Tax Counsel in connection with a HUD Rental Assistance Demonstration (“RAD”) conversion transaction.

Copies of the Request for Proposals (RFP), including the scope of services, proposal requirements, evaluation criteria, contract terms, and submission instructions, may be obtained from the Penns Grove Housing Authority Administrative Offices by calling (856) 299-0101, visiting our website at [www.pennsgroveha.org](http://www.pennsgroveha.org), or by visiting:

**Penns Grove Housing Authority**

40 South Broad Street  
Penns Grove, New Jersey 08069

**Carolina Valdez**

Executive Director

Email: [cvaldez@pennsgroveha.org](mailto:cvaldez@pennsgroveha.org)

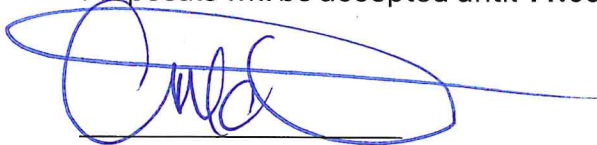
Office Hours:

Monday through Thursday

8:30 A.M. – 12:00 P.M.

1:00 P.M. – 4:30 P.M.

Proposals will be accepted until **11:00 A.M. on Tuesday, June 2, 2026.**



Carolina Valdez

Executive Director

**REQUEST FOR PROPOSALS  
LEGAL SERVICES – BOND/TAX COUNSEL  
HUD RAD TRANSACTION  
INTRODUCTION**

The Penns Grove Housing Authority (“Authority”) seeks proposals from qualified legal counsel experienced in bond and tax matters associated with HUD Rental Assistance Demonstration (“RAD”) conversions and tax-exempt financing transactions.

The selected individual or firm will provide legal services in connection with the Authority’s conversion from Public Housing (Section 9) to the Rental Assistance Demonstration Program utilizing the Housing Choice Voucher Program (Section 8).

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**SCOPE OF SERVICES**

The selected Bond/Tax Counsel shall provide legal advice, representation, and opinions relating to financing and tax matters associated with the Authority’s RAD conversion and related capital improvements.

Services shall include, but are not limited to:

- Advising the Authority regarding tax-exempt financing matters;
- Preparing and reviewing legal documents related to financing transactions;
- Providing legal opinions as Bond and Tax Counsel;
- Assisting with compliance related to HUD RAD requirements;
- Coordinating with financing agencies and professionals;
- Participating in meetings with the Authority’s Board of Commissioners and staff;
- Assisting with proceedings before applicable State of New Jersey agencies.

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**PROPOSAL REQUIREMENTS**

Each proposal shall include the following:

1. A description of the respondent’s qualifications and experience, including:
  - Experience serving as Bond/Tax Counsel;
  - Experience with HUD RAD conversion transactions;

- Experience with tax-exempt financing and public housing matters.
2. Identification of personnel assigned to the project and their qualifications.
  3. A schedule of hourly billing rates for all personnel proposed to perform services under the contract.
  4. A proposed maximum “not-to-exceed” fee for services.
  5. Identification of any additional charges or reimbursable expenses that may be billed under the contract.

The respondent shall demonstrate sufficient knowledge and experience relating to the legal and procedural requirements applicable to the Scope of Services.

## **EVALUATION CRITERIA**

Proposals will be evaluated based upon the following criteria:

<b>Evaluation Criteria</b>	<b>Maximum Weight</b>
Qualifications, Experience, and Demonstrated Knowledge	80%
Proposed Fees and Cost Structure	20%

The Authority reserves the right to request additional information or conduct interviews with respondents if deemed necessary.

## **CONTRACT AWARD**

It is the Authority’s intent to award a contract through a competitive proposal process that may include negotiations. However, the Authority reserves the right to award a contract without discussions or negotiations if it determines that doing so is in its best interest.

The Authority further reserves the right to:

- Reject any or all proposals;
- Waive informalities or minor irregularities;
- Award the contract to the respondent whose proposal is deemed most advantageous to the Authority.

All respondents will be notified in writing regarding the outcome of the proposal process.

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**SUBMISSION OF PROPOSALS**

One (1) original and four (4) copies of the proposal shall be submitted no later than:

**11:00 A.M. on Tuesday, June 2, 2026**

Proposals shall be delivered to:

**Penns Grove Housing Authority**

Attn: RFP – Legal Services Bond/Tax Counsel

40 South Broad Street

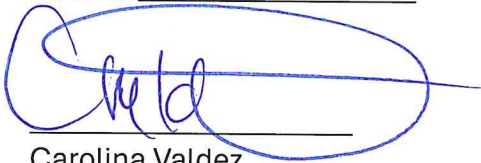
Penns Grove, New Jersey 08069

Phone: (856) 299-0101

All proposals must be submitted in sealed envelopes clearly marked:

**“PROPOSAL FOR LEGAL SERVICES – BOND/TAX COUNSEL HUD RAD TRANSACTION”**

Issued: \_\_\_\_\_



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Carolina Valdez

Executive Director

**PROPOSAL REVIEW AND EVALUATION FORM**

The Authority’s Review and Evaluation Committee shall utilize the following criteria in evaluating proposals:

**Administrative Review**

<b>Requirement</b>	<b>True</b>	<b>False</b>
Proposal received by due date	___	___
Respondent is not listed on HUD’s debarred/suspended contractor list	___	___
Proposal complies with RFP requirements	___	___

(Complete the scoring section below only if all items above are marked “True.”)

**EVALUATION SCORING**

<b>Evaluation Factor</b>	<b>Maximum Points</b>	<b>Points Awarded</b>
Qualifications, Experience, and Technical Expertise	80	_____
Proposed Fee Structure and Cost	20	_____
<b>TOTAL SCORE</b>	<b>100</b>	_____

**RATING GUIDELINES**

**Qualifications and Experience**

<b>Rating</b>	<b>Points</b>
Excellent	80
Very Good	70
Good	60
Satisfactory	50
Unsatisfactory	0

**Fee Proposal**

<b>Rating Criteria</b>	<b>Points</b>
Lowest responsible fee proposal	20
Within 5% of lowest proposal	15
Within 10% of lowest proposal	10
Within 15% of lowest proposal	5
Greater than 15% above lowest proposal	0

**Note:** The proposal receiving the highest overall score may be determined to be the most advantageous proposal to the Authority.