

RESOLUTION 2025-02-06

**RESOLUTION APPROVING AND AUTHORIZING THE AWARD OF A
CONTRACT FOR LEGAL SERVICES**

WHEREAS, the Housing Authority of the Town of Dover (“Housing Authority”), a public entity organized and existing pursuant to the Code of Federal Regulations, the Department of Housing and Urban Development (“HUD”), and the laws of the State of New Jersey, has determined that it is in need of legal services; and

WHEREAS, pursuant to N.J.S.A. 40A:11-4.1 and prevailing HUD procurement requirements, the Housing Authority published a public advertisement and issued a formal Request for Proposals (“RFP”); and

WHEREAS, in accordance with the terms of the RFP, one proposal was received by 11:30 a.m. on January 29, 2025 and were to be objectively evaluated based upon a number of factors specified therein; and

WHEREAS, following a thorough analysis of such proposals in accordance with the published criteria, the Housing Authority has determined that the proposal submitted by Manfredi & Pellechio was fully responsive, meets all the needs and requirements of the Housing Authority, and is the most advantageous to the Housing Authority, price and other factors considered; and

WHEREAS, therefore, the Housing Authority wishes to award a contract to Manfredi & Pellechio for legal services; and

WHEREAS, the contract is being awarded pursuant to a “fair and open” process in accordance with N.J.S.A. 19:44A-20.5; and

WHEREAS, the Housing Authority certified that sufficient funds were appropriated for the above-mentioned services; and

WHEREAS, the Board of Commissioners has found that it is in the best interest of the Housing Authority and its overall goal of providing quality, affordable housing to low-income families to approve and authorize the award of a contract for legal services to Manfredi & Pellechio;

NOW THEREFORE, BE IT RESOLVED, that the Board of Commissioners of the Housing Authority of the Town of Dover hereby approves and authorizes the award of a contract for legal services to Manfredi & Pellechio for a term of one year; and

BE IT FURTHER RESOLVED, that the compensation under this contract shall be at a rate of \$55.00 per hour for paralegal services and \$160.00 per hour for attorney services; and

BE IT FURTHER RESOLVED, that this contract shall be available for review at the Housing Authority's office located at 215 E. Blackwell Street, Dover, New Jersey; and

BE IT FURTHER RESOLVED, that the Board hereby authorizes the Executive Director to take any and all administrative actions necessary to implement this resolution.

This Resolution shall take effect immediately.

PASSED and adopted this 4th day of February, 2025.

Original Signed By:

Maria Tchinchinian, Director/Secretary