

Housing Authority of the City of Frederick

Request for Proposals - Legal Services

The Housing Authority of the City of Frederick hereby requests proposals from legal firms to provide legal services to the agency from new contract execution until March 31, 2020. Proposals submitted shall address all evaluation criteria set forth below.

Evaluation shall be based on information included in each proposal. Evaluation criteria are as follows: Demonstration of understanding the requested services, specifically prior experience in providing similar services (30%); demonstrated familiarity with landlord/tenant law and federal regulations which apply to federally subsidized housing (30%); cost of services (20%); and profiles of principles and key personnel (20%).

Operation- and management-related legal services to be provided under this contract include:

- Attending executive staff meetings and Board of Commissioners' meetings as requested and necessary;
- Conferring with and advising the officers, employees and members of the Authority on legal matters when requested;
- Advising and assisting the Authority in preparation of all routine legal documents and such other routine legal drafting as may be required from time to time;
- Advising and consulting with all parties having dealings with the Authority of a legal nature;
- Approving the legality of routine contracts; handling of all legal questions and matters arising under contracts of the Authority and rendering legal opinions on all matters submitted by the Authority;
- Provide written legal opinions on varying circumstances with respect to procurement regulations of the Local Government Code, Code of Federal Regulations, HUD Procurement Standards Handbook and others as necessary;
- Provide legal representation and act as liaison with HUD's Legal Department and HUD's offices, at a minimum;
- Appearing for and representing the Authority in eviction and small claims/collection proceedings/hearings at the District and/or Circuit Court level and in the Housing Authority's Grievance Process as requested by the Authority;
- Represent the HACF in Human Resources matters including, but not limited to, formulating procedures for hiring and terminating employees and any subsequent actions as requested;
- and providing training to the Authority's staff on legal matters as requested and necessary.

Experience requested:

- Demonstrate that Respondent is a current member in good standing of the Maryland State Bar and maintains a local office in Frederick County
- Possess at least 5 years of experience in representing a government or nonprofit entity in a manner that demonstrates the respondent's trustworthiness and adherence to high ethical standards
- Possess experience in developmental land use planning, real estate laws, construction contracts, landlord/tenant law, labor and employment law, and litigation at local, state and federal levels.

Proposals shall provide the following:

- Statement of Respondent's qualifications and experience including a biographical summary of all principal members
- Each response should include a description of how the firm intends to assume responsibility of existing legal matters and how soon the firm, if selected, would be in a position to provide services.
- Hourly billing rate to provide the above stated services during the contract period. Charges incurred under the contract may be billed on a monthly basis.
- At least three (3) professional references from clients with similar types of needs such as governmental, nonprofit or real estate/housing related entities.

The Authority must receive completed proposals no later than 11:00 a.m., April 6, 2018. All proposals should be identified as such on the envelope. All proposals should be mailed or delivered (no faxes or emailed proposals) to the following address:

Caryn Burns
Director of Finance
Housing Authority of the City of Frederick
209 Madison Street
Frederick, MD 21701

When the Authority has tentatively selected a firm's proposal, it may request a conference to be held in Frederick, Maryland in order to provide that firm an opportunity to clarify any unclear areas or discuss any prominent points concerning the proposal. Each firm choosing to submit a proposal should be willing to attend such a conference, if necessary, at its own expense. As a result of the conference, the Authority may choose to modify its choice of a selected firm.

Based upon the Authority's proposal review and conference, the audit contract will be forwarded along with a recommendation for contract approval to the Board of Commissioners. Upon that approval, a contract will then be executed.

The Authority reserves the right to reject any and all proposals, and to waive any informalities in the proposal process.