

REQUEST FOR PROPOSAL (RFP)

Legal Services-General

The North Hempstead Housing Authority is requesting proposals from interested firms to provide legal services as required for the proper administration of the federally assisted (HUD) Public Housing Modernization Programs.

Scope of Service

- A. Act as General Counsel to NHHA. General Counsel will provide advice and interpretation of law as it applies to NHHA. Such information may involve federal, state and local statutes and ordinances.
- B. Typical Duties (not exhaustive):
 - o Provide general legal advice and counsel to wit: regarding day to day operations, inter-governmental affairs, contract negotiations, etc.
 - o Potentially represent the NHHA in general litigation to issues disclosed above (including landlord-tenant matters).
 - o Maintain knowledge of issues facing NHHA and be prepared to offer legal opinions.
 - o Contracts - as needed prepare, review, consult, and approve.
 - o Work with other assigned Agency counsel.
 - o Attend work sessions and meeting with Board and staff when requested.
- C. Other:
 - o Provide prompt response to inquiries by the NHHA.
 - o Time spent by administrative staff on copying, faxing, mailing etc should not be billed at the attorney rate, but at an appropriate administrative rate only.
 - o Provide billing broken down by assignment or department when required by NHHA.
 - o NHHA reserves the right on a specific case basis to use alternate counsel.

DESIRED QUALIFICATIONS

- A. Substantial knowledge and experience in litigation, contracts, municipal law, low income tax credit housing, Section 8 Vouchers, HUD regulations, real estate law, landlord tenant law.
- B. Member of the New York State Bar in good standing. The selected firm will be required to declare that it will represent NHHA to the exclusion of all other clients having potential conflicts with the interests of NHHA.

TERM OF CONTRACT

The contract resulting from this request for proposals shall be on a month to month basis.

Form of Proposal

Please respond with a letter of interest which must include the following information:

1. A summary of your firm's experience and/or firm resume.
2. Evidence of your firm's ability to perform the services in a timely manner.
3. Fee requested for your services.

Rating and Ranking of Selection

All proposals will be rated and ranked according to the following criteria:

1. A clear understanding of laws and rules as related to NHHA.
Excellent- 30 points Good-20 points Fair-10 points
2. Overall hands-on experience in litigation surrounding housing and public housing including evictions.
Excellent- 30 points Good-20 points Fair-10 points
3. Record of past performance in jobs of similar scope and nature.
Excellent- 25 points Good-20 points Fair-10 points
4. Fee requested.
Excellent- 15 points Good-10 points Fair-5 points

All responses should directly address each criteria under specific headings as per Form of Proposal. Responses must be received in a sealed envelope marked "Legal Services" by the Housing Authority Office no later than 3 PM, Thursday, April 22nd, 2021 and shall be addressed to:

Sean Rainey
Executive Director
North Hempstead Housing Authority
899 Broadway, Suite 121
Westbury, NY 11590

The North Hempstead Housing Authority is an Equal Opportunity Employer.