



Alexandria Housing Authority
2558 Loblolly Lane
Alexandria, LA 71303

Request for Proposal (RFP) Legal Services

Issue Date: July 6, 2022
Closing Date and Time: July 27, 2022 at 2:00 P.M., CST

This communication serves to apprise you and your firm of the above mentioned Request for Qualifications (RFP) for a Legal Services. We invite you and your firm to respond to this RFP. Please review carefully all sections of the RFP, paying particular attention to the closing date and time listed above and within the body of the RFP.

All Inquiries For Information Should Be Directed To:
www.alexhousing@alexhousing.org

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ATTACHMENTS:

- A. Non-Collusive Affidavit
- B. Certificate of Non-segregated Facilities
- C. Minority Business and Section III Participation Commitment Form
- D. Section III Compliance Clause and Commitment Form
- E. HUD Form 5369-B Instructions to Offerors (Non-Construction)
- F. HUD Form 5369-C Certifications and Representations of Offerors
- G. HUD Form 5370-C General Conditions for Non-Construction Contracts



ALEXANDRIA HOUSING AUTHORITY

ALEXANDRIA, LA

RFP for Legal Services

The Alexandria Housing Authority (AHA) is soliciting through this Request for Proposals qualified individuals or firms to perform Legal Services for its public housing agency for the engagement period of one (1) year with option for two (2) additional years.

The AHA establishes policy and reviews operations of subsidized/affordable housing in Alexandria, LA. Currently, AHA owns and operates nine affordable housing developments, the Section 8/PBV Program and 11 private properties.

AHA has created this Request for Proposal (RFP) to be completed by all interested vendors, and will review both technical and cost considerations for each proposal.

Copies of this Request for Proposal and questions may be obtained/submitted at www.alexhousing@alexhousing.org

AHA reserves the right to reject any and all proposals, or re-advertise, postpone or cancel this RFP at any time at its discretion and to waive any informalities. Also, the determination or the criteria and process whereby proposals are evaluated, the decision as to who shall receive the contract award, or whether or not an award shall ever be made as a result of this RFP, shall be at the sole and absolute direction of the Housing Authority.

I. Scope of Service

The Alexandria Housing Authority intends to award a contract to a qualified lawyer or firm to provide day-to-day legal services as necessary for the operation of the agency. The attorney or firm

selected should at a minimum be able to provide the following services:

1. Serve as general counsel and represent the Housing Authority in any legal matters to include but not limited to the following:
 - a. File lawsuits on behalf of the Housing Authority
 - b. Represent the Housing Authority in court or hearings resulting from lawsuits or complaints.
 - c. Provide written legal opinions in a variety of situations to include but not limited to:
 - i. Procurement
 - ii. Employment
 - iii. Property Acquisition
 - iv. Tax Credits
 - v. Evictions
 - vi. Program Violation/Terminations
 - vii. Attempts to collect debts owed
2. Attend Board of Commissioners meetings or other scheduled meetings as required (a legal representative must be present at each regular or special meeting of the Board of Commissioners).
3. Assist in preparing correspondence or other documents as needed.
4. Assist in the interpretation of regulations by local, state and federal agencies.
5. Provide legal representation or act as a liaison with HUD's Legal Department, state, regional or Federal Offices.

II. Submission Guidelines

Vendors must submit 4 original copies to:

Alexandria Housing Authority

Attn: PROCUREMENT

2558 Loblolly Lane

Alexandria, LA 71303

Proposals must be received **by Wednesday, July 27, 2022 at 2:00 p.m. CST**. All proposals not

received by this time will be considered late, and will be returned. Submissions by fax or email will not be accepted.

III. Proposal Content

The purpose of the proposal is to demonstrate the qualifications, competence and capacity of the proposer to undertake the responsibilities of serving the AHA. The proposal should include a cover letter and shall be signed by the individual or individuals authorized to contractually bind the firm. The following specific information should be included in your proposal:

1. Statement of Purpose: A brief narrative describing the services that will be provided, specifically addressing the tasks listed above in Scope of Work.
2. Personnel
 - a) identify the size of the businesses staff and the credentials of key personnel.
 - b) Identify the service professionals who would be directly involved in providing services to AHA. Describe their relationship to your business, their responsibilities, and their experience with the public sector, specifically housing authorities or HUD and the number of years they have been associated with your business.
 - c) Include information about personnel who have been investigated or disciplined by the Bar Association or the Louisiana Ethics Board.
3. Fees
 - a) Describe the proposed compensation for services, including breakdown of time by staff level and computation of fees.
 - b) Fees must be a discreet dollar amount and not percentage based.
4. References
 - a) Provide a list of three clients of comparable size, preferably public housing authority clients and include contact persons and telephone numbers.

IV. Certifications and Other Statements of Proposers. Each proposer shall submit as part of the proposal the fully completed and executed documents incorporated herein by attachment

and reference:

1. HUD Forms, 5369-a &b, 2530, , 51915a
2. AHA Non-Collusive/Non-Identify of Interest Affidavit

A. Evaluation Process

1. The contract will be awarded to the individual or firm/business whose proposal will be the most advantageous to AHA and whose price and other factors considered are the most closely conforming to this RFP. Due to the evaluation process for the Request for Proposal, lowest dollar price MAY or MAY NOT indicate the successful proposal. Price constitutes only one of several evaluation criteria. The proposals will be judged on criteria that shall include, but are not necessarily limited to those listed in the section below.

B. Evaluation Criteria

1. Profile of individual or firm/business, including evidence of expertise, experience and qualifications for providing the required services and resources for completing work.
2. Fees
3. References
4. Negotiation. In the event the parties are unable to enter into a contract, AHA may elect to negotiate with the next highest rated bidder.

V. Process for Inquiries

1. All inquiries regarding clarification of items in the RFP must be made in writing to:

www.alexhousing@alexhousing.org

2. The deadline for making such inquiries is **July 20, 2022**. If, in AHA's opinion, additional

information or interpretation of the RFP is necessary, such information will be supplied in the form of an Addendum that will be mailed and/or e-mailed to all who have acknowledged receipt of this RFP and such Addendum shall have the same binding effect as though contained in the main body of the RFP. Only information distributed in this manner shall be considered binding with regards to the RFP. Any verbal instructions or information concerning the specifications provided by HA managers, employees, or agents shall not bind AHA.

VI. Miscellaneous

1. Responses should be prepared simply and should be both straightforward and concise.
2. Proposers must be in full compliance with federal, State, County, and local laws, ordinances, rules and regulations that in any manner affect the items covered herein. Lack of knowledge by the proposer shall in no way be cause for relief from responsibility.
3. The respondent shall certify in the RFP (and ultimately in its contract for services as a result of this RFP) that the company is not debarred from performing any services for HUD, HUD related programs, or any other governmental or private agency. Furthermore, the respondent shall certify in the RFP (and ultimately in its contract for services as a result of this RFP) that the company will not discriminate as to race, sex, religion, color, age, creed, or national origin in regard to obligation, work, and services to be performed under the terms of any contract ensuing from the RFP.
4. The successful contractor shall not enter into any subcontracts, retain consultants, or assign, transfer, convey, sublet or otherwise dispose any ensuing contract, or any or all of its rights, title, or interest herein, or its power to execute such contract to any person, partnership, company, or corporation without the prior written consent of the Housing Authority.
5. Section 3 of the Housing Community Development Act of 1968, as amended, requires that the Housing Authority, contractors, and subcontractors shall make their best efforts

to give training and employment opportunities to residents of the Housing Authority as well as the surrounding area. The company will be expected to comply with this Section 3 requirement.

6. All costs listed in this proposal, including any itemized costs, must be valid for a minimum of one hundred and twenty (120) days from the RFP due date. The proposer must specify how long in excess of 120 days the product and service pricing will be valid.

EXHIBIT I

POINT VALUES FOR EVALUATION CRITERIA LEGAL RFP

CRITERION	MAXIMUM	POINTS
Experience in Public/Affordable Housing organizations (LIPH, Tax Credits, etc.)		25
Government experience of individuals assigned to agency		20
Fee Proposed for each of the requested years		30
Familiarity with the Alexandria Housing Authority		10
The Firm’s capacity and ability to understand and manage the audit within applicable guidelines		15
	TOTAL	100

EXHIBIT II

TENTATIVE SCHEDULE FOR SELECTION AND AWARD

1. Release of RFP as requested July 6, 2022.
2. Deadline for inquiries is July 20, 2022.
3. Responses due July 22, 2022.
4. **Proposals and statements of qualifications Due/reviewed Wednesday, July 27, 2022 @ 2pm CST.**
5. Housing Authority of the City of Alexandria selection of firm July 27, 2022.
6. Board Approval of Recommendation of Executive Director on July 28, 2022.