



**Alexandria Housing Authority
2558 Loblolly Lane
Alexandria, LA 71301
(318) 442-8843**

**Request For Qualifications
Legal Services**

**Issue Date: May 31, 2020
Closing Date and Time: June 16, 2020, at 2:00 P.M., CST**

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

**All Inquiries For Information Should Be Directed To:
Procurement Officer
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

P.O. Box 8219 Alexandria, Louisiana 71306

Phone (318) 442-8843 • Fax (318) 445-2529

RFQ FOR LEGAL SERVICES

The Housing Authority of the City of Alexandria (AHA) will accept proposals with Statements of Qualifications of individuals or firms to perform LEGAL SERVICES for the Housing Authority of the City of Alexandria for one (1) year period; with two one year options to include the year 2021 and 2022.

Interested firms shall submit 3 copies of the proposal. A sealed package containing proposals must be submitted to the following address no later than 4:00 PM CST on **Tuesday, June 16, 2020**

Alexandria Housing Authority Attn: Procurement Officer

2558 Loblolly Lane

Alexandria, LA 71306-1219

The AHA establishes policy and reviews operations of subsidized housing in Alexandria, LA. Currently, AHA owns and operates nine (9) developments /RAD/Tax Credit & manages the Section 8 Housing Choice Voucher program.

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

Copies of this Request for Proposal may be obtained at www.alexhousing.org .

All questions regarding this RFQ should be directed to Stephan Fontenot, Procurement Officer at alexhousing@alexhousing.org .

AHA reserves the right to reject any and all proposals, or re-advertise, postpones, or cancel this RFQ 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 RFQ, 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 legal services 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 special counsel and represent the Housing Authority in any legal matters to include but 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
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 3 original copies to AHA

Attn: Procurement Officer

P.O. Box 8219 Alexandria, LA 71303

Proposals must be received **by June 16, 2020** 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. References a) Provide a list of three clients of comparable size and investments, 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 considered are the most closely conforming to this RFQ. Due to the evaluation process for the Request for Qualifications, lowest dollar price MAY or MAY NOT indicate the successful proposal. 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. Fee Proposal
3. References
4. Negotiation - Fees and hourly rates for services will negotiated by AHA. 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 RFQ must be made in writing by e-mail to: Procurement Officer - alexhousing@alexhousing.org .
2. The deadline for making such inquiries **is June 11, 2020**. If, in AHA's opinion, additional information or interpretation of the RFQ 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 RFQ and such Addendum shall have the same binding effect as though contained in the main body of the RFQ. Only information distributed in this manner shall be considered binding with regards to the RFQ. Any verbal instructions or information concerning the specifications provided by HA managers, employees, or agents shall not bind AHA. Answers will be issued as soon as possible, but no later than 4:30 pm on **Friday, June 12, 2020**.

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 RFQ (and ultimately in its contract for services as a result of this RFQ) 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 RFQ (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 RFQ.
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 RFQ due date. The proposer must specify how long in excess of 120 days the product and service pricing will be valid.

APPENDIX I

POINT VALUES FOR EVALUATION CRITERIA LEGAL SERVICES RFP

CRITERION	MAXIMUM	POINTS
Fees Proposed		30
Experience in legal services for Public Housing organizations (LIPH, PBV.RAD Tax Credits, etc.)		25
Demonstrated experience of individuals assigned to the agency		20
Familiarity with the Alexandria Housing Authority		10
The Individual's/Firm's capacity and ability to provide service within applicable guidelines		10
The Individual/Firm's understanding of the work to be performed		5
	TOTAL	100

APPENDIX II

TENTATIVE SCHEDULE FOR SELECTION AND AWARD

1. Release of RFP as requested May 31, 2020.
2. Deadline for inquiries is Jun 11, 2020
3. Responses due June 12, 2020
4. Proposals and Statements of Qualifications reviewed June 16, 2020
5. Board Approval of Recommendation of Executive Director on June 25, 2020

HUD 5369-B, Instructions to Offerors-Non-Construction HUD 5369-C Certifications and Representations of Offerors-Non-Construction Contract HUD 5370 -C General Conditions for Non-Construction Contracts