

**Request for Proposal #2
For Legal Services – Board of Representation**

Jefferson Metropolitan Housing Authority

Contact:

**Patricia Mader, Executive Director
815 North 6th Avenue
Steubenville, OH 43952
740-282-0994 Ext. 19/phone
740-314-5002/fax**

**DEADLINE: June 27, 2016
4:00 p.m.**

The Jefferson Metropolitan Housing Authority (JMHA) is responsible for the administration and management of the following programs in the Jefferson County area:

Low-rent Public Housing – 15 developments owned and managed by JMHA	668 units
Housing Choice Voucher Program – HUD subsidized rental assistance.	816 units
Staff	32 full/part time employees

In addition, JMHA administers special grants and programs to support its mission of providing safe and sanitary housing to low-income families, elderly, and disabled individuals.

JMHA is seeking legal services for routine matters, as required by JMHA. Following is a general scope of services required:

1. Legal counsel may be required for negotiation, review and administration of non-routine contracts, as well as for contract resolution.
2. There is no practical limit to the type or number of litigation matters to which JMHA might be subjected. Litigation generally arises out of contract disputes, and private landlord/JMHA disputes. The disposition of litigation matters is generally subject to review and approval by the Department of Housing and Urban Development. Most property damage claims against JMHA would normally be handled through the appropriate property insurance carrier. Personal injury or negligence matters will be handled by counsel, when appropriate.
3. Many situations that JMHA deals with on a daily basis are technical in nature and subject to regulations of the Department of Housing and Urban Development. Therefore, JMHA management and, in some instances, the Board of Commissioners, require consultation and legal guidance in the application of these regulations. Examples of this include changes in procurement regulations and contractual matters.

Proposal

Each potential proposer, being satisfied as to the types of legal services required by JMHA should submit 1 copy of a written proposal addressed as follows:

RFP for Legal Services
Patricia Mader, Executive Director
Jefferson Metropolitan Housing Authority
815 North 6th Avenue
Steubenville, OH 43952

All proposals must be received by 4:00 p.m., June 27, 2016, and be clearly marked “Legal Services Proposal – Board of Representation.” Proposals will not be opened until after the deadline has passed.

Proposals shall include:

Statement of Qualifications and Experience

This statement should include a brief biographical summary of the principal members of the firm with the highlight of the individual(s) who would primarily service JMHA. Three appropriate references should be included from clients with similar types of needs such as governmental non-profit or Housing Authority bodies or other governmental entities. Provide client name, contact name, address, telephone number, and indicate length and nature of relationship with the entity.

Transition

Each proposal 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.

Rates

Please provide charges per hour for all potential costs, including partner, associate, secretarial, and general office charges.

Other

At the proposer’s option, any relevant background data not specifically referenced above may be included to enhance the proposal submission. Areas of interest might include, but is not limited to, data concerning information on the number of successful evictions and specific training/knowledge related to HUD Programs the firm has acquired.

Minimum Qualifications

The qualifications JMHA is seeking include the following:

1. All members of the firm practicing in Ohio must be admitted to practice before the bar in the State of Ohio.
2. Experience with litigation.
3. Experience with Ohio Tenant/Landlord Law.
4. Proof of Professional Liability Insurance.

5. At all times, the firm and all individuals assigned to perform legal services must be free from conflicts of interest because of any other engagements, work performed, or personal or business dealings. Any possible conflict must be disclosed.

Additional Preferred Experiences

The preferred qualifications JMHA view as favorable include:

1. Familiarity with public procurement law, including legal counseling, litigation, and dispute resolution.
2. Familiarity with regulatory analysis and litigation at state and national levels.
3. Familiarity with public housing legal issues, including applicable State of Ohio and Federal Public Housing regulations.
4. A member of the firm has been admitted to practice before the Federal Judiciary and have litigation experience before the Federal Court.
5. Other benefits, capabilities, and experiences the firm wishes to offer.

Method of Selection

The Executive Director will review and screen all written proposals based on minimum qualifications and qualified firms will be forwarded to the Board of Commissioners who will determine a final selection/selections.

The firm(s) selected will serve as the attorney to the JMHA Board of Commissioners and its management.

Criteria for Selection

Proposers must meet the minimum qualifications set forth above. Each aspect of the proposal will be carefully evaluated to insure that the finalists have the experience and capability to handle the variety of legal issues the JMHA may encounter.

Term of Contract

The term of the contract will be one year, with the option of renewing the contract two times for one year each. Firms wishing to include rate quotes for three separate years are encouraged to do so.

The JMHA reserves the right, at its sole discretion, to select separate firms to handle each type of litigation listed above or any other matter they deem necessary. In doing so, JMHA may decide to award all or part of the work described in the RFP to one or more firms.

Any questions concerning the request for proposals should be directed to the Executive Director in writing.

The JMHA reserves the right to reject any and all proposals and to waive any informalities or formalities regarding this RFP. Faxed proposals will not be accepted. All proposals become the property of the JMHA, upon submission, and will not be returned to the respondent. Proposer may be excluded from further consideration for failure to fully comply with the requirements of this RFP.