

**REQUEST FOR PROPOSALS
LEGAL SERVICES**

The Housing Authority of Columbus, Georgia (HACG) is seeking proposals from qualified attorneys to provide all legal services in connection with the operation of the Authority. A proposal package is available directly from the Authority and at the Authority's website, www.columbushousing.org.

**Proposals are due by Friday, August 17, 2018, no later than 4:00 P.M. to the offices of HACG, 1000 Wynnton Road, Columbus GA 31906.
Phone: 706-571-2800 Attn: Susan McGuire, Chief of Human Resources and Governance Services, smcguire@columbushousing.org**

**Publication dates: Sunday, July 22, 2018
Tuesday, July 31, 2018**

HOUSING AUTHORITY OF COLUMBUS, GEORGIA

REQUEST FOR PROPOSALS FOR LEGAL SERVICES

I. INTRODUCTION

The Housing Authority of Columbus, Georgia (the Authority) requests proposals for the provision of services as Legal Counsel to the Authority.

II. SCOPE OF REQUIRED SERVICES

Legal Counsel shall perform all legal services in connection with the operation of the Housing Authority of Columbus, Georgia. Said services shall include, but not be limited to, the following.

- **Advisory services during all Authority regular and special meetings.**
- **Drafting and/or review of contracts, certifications and resolutions.**
- **Guidance to the Authority regarding the legal implications of Authority policies and procedures.**
- **Performance of services necessary in the prosecution of contested eviction actions, fair housing complaints and/or other claims raised by applicants and/or residents.**
- **Guidance to the Authority regarding personnel actions, policies and procedures (including disciplinary actions, garnishments, employment compensation hearings, workers compensation claims, employment discrimination claims, equal employment hearings, etc.)**
- **Review of employee benefit contracts (including but not limited to pension plan documents, group annuity contracts, group medical insurance contracts, life insurance contracts and disability contracts).**
- **Defense of the Authority during litigation arising out of the course of operations of the Authority. (In some instances, the Authority's insurer retains the right to select legal counsel for that defense.)**
- **Review of federal guidelines and regulations as necessary.**

- **Guidance to the Authority and review of documents related to construction, real estate transactions, and financial transactions (including loan documents and tax exempt bond financing documents).**

The selected firm may procure the services of specialty counsel when it is in the Authority's interest to do so. Examples of appropriate use of specialty counsel include negotiating, drafting and reviewing documents relating to any approved Programs (master development agreements, operating agreements, etc.), Mixed Finance Development documents and Tax Credit Program documents.

The scope of services for specialty counsel and the selection of any specialty counsel must be approved by the Chief Executive Officer of the Authority.

III. TERM OF SERVICE

The selected firm or individual will be designated as the Authority's Legal Counsel for a five-year period commencing on October 1, 2018 and ending on September 30, 2023. The designated Legal Counsel or the Authority may terminate this arrangement for legal services for any reason after providing 90 days written notice of termination of such arrangement for legal services.

The selected firm or individual must execute a contract for legal services with the Housing Authority of Columbus, Georgia within thirty days after the award of the contract. Otherwise, the Authority may award the contract to the next most qualified firm or individual or call for new proposals.

The selected firm or individual shall certify compliance with all applicable Equal Employment Opportunity requirements governing contracts of this type as well as the firm's E-Verify number.

IV. INSTRUCTIONS FOR PROPOSAL SUBMISSION

Each firm or individual must complete the attached Legal Services Proposal Form. The form requests proposed hourly fees for a basic retainer of fifteen (15) hours per quarter and additional hourly fees according to specific services listed in the Scope of Required Services. In addition, proposed primary, secondary and support staffing levels are requested to include their resumes.

In addition to the proposal form, each proposal should specifically include a narrative discussion of the firm or individual's experience and expertise in the following areas:

- **Employment law**
- **Employee benefits law**
- **Real estate law**
- **Real estate finance**
- **Construction law**
- **Defense of lawsuits (general liability and personal injury)**
- **Tax exempt bond financing**
- **Procurement law**
- **Eviction proceedings**
- **Contract law**
- **Experience with Public Housing Authorities**
- **Experience with local governments**
- **Low income housing tax credits**

Attach additional resumes as necessary.

Completed proposals and proposal forms should be returned to the following address:

**Ms. Susan McGuire
Chief of Human Resources and Governance Services
The Housing Authority of Columbus, Georgia
P.O. Box 630
1000 Wynnton Road
Columbus, Georgia 31902-0630**

Completed proposals and proposal forms must be received by the Authority no later than 4:00 p.m., Friday, August 17, 2018.

Any questions concerning the Request for Proposals should be directed to Susan McGuire (706) 571-2800. You may also email your questions to smcguire@columbushousing.org.

IV. EVALUATION CRITERIA

Responsive proposals will be evaluated based on the following:

1. **Experience.** (35 points) The Authority will attach **great** importance to the proposing firm or individual's actual experience in providing the proposed services and experience with Public Housing Authorities. The experience and qualifications of the personnel who directly provide the services will be evaluated;
2. **Capability.** (35 points) Evidence of the firm or individual's ability to perform the required services in the designated time required;
3. **Fee.** (15 points) The reasonableness of the proposed cost to the Authority for providing the required services; and,
4. **Detailed Proposal.** (15 points) The Authority will evaluate each proposal to determine whether the proposal fits the needs of the Authority, and whether the services proposed are appropriate to the situation.

To promote fair and equal treatment of all proposals, each evaluation factor carries a relative weight. The weight of each evaluation factor listed above is defined in the following evaluation plan. Best and final offers may be requested from the Offerors who are rated in the competitive range.

Negotiations may be conducted with Offerors who submit responsive and responsible offers.

V. EVALUATION PLAN

The following points will be assigned to each evaluation criterion set forth in the Request for Proposals for Legal Services to the Housing Authority of Columbus, Georgia. Each committee representative shall rate each proposal received, according to the evaluation criteria and point system listed below:

**HACG
Legal Services RFP
Page 5**

<u>Evaluation Criteria</u>	<u>Possible Points (Total:100)</u>	<u>High</u>	<u>Medium</u>	<u>Low</u>
1. Experience	35	24-35	13-23	0-12
2. Capability	35	24-35	13-23	0-12
3. Fee	15	11-15	6-10	0-5
4. Detailed Proposal	15	11-15	6-10	0-5

All proposals will be evaluated using the above criteria and point system. The Authority will select the firm or individual that the Authority determines best meets its need(s) for Legal Counsel.

LEGAL SERVICES PROPOSAL FORM

NAME OF FIRM: _____

ADDRESS OF FIRM: _____

PRIMARY COUNSEL (Attach Resume)

(Actual attorney responsible for primary liaison with Authority and responsible for attendance at all Authority meetings)

SECONDARY COUNSEL (Attach Resume) _____

(Attorney who will provide liaison and attendance at Authority meetings upon absence of primary counsel)

HOURLY FEE FOR RETAINER: \$ _____

(Retainer consists of first fifteen (15) hours of service each quarter and is guaranteed minimum payment to Legal Counsel, to be paid in monthly installments.)

HOURLY FEE AND DESIGNATED STAFFING FOR SERVICE ABOVE RETAINER: (Attach resumes of all designated staff.)

- DRAFTING AND/OR REVIEW OF ALL ROUTINE CONTRACTS:

Hourly Fee: \$ _____ Proposed Staffing: _____

\$ _____

\$ _____

- GENERAL GUIDANCE REGARDING POLICIES AND PROCEDURES:

Hourly Fee: \$ _____ Proposed Staffing: _____

\$ _____

\$ _____

- **EVICTON PROCEEDINGS:**

Hourly Fee: \$ _____ Proposed Staffing: _____

\$ _____

\$ _____

- **PERSONNEL ACTIONS:**

Hourly Fee: \$ _____ Proposed Staffing: _____

\$ _____

\$ _____

- **LITIGATION:**

Hourly Fee: \$ _____ Proposed Staffing: _____

\$ _____

\$ _____

- **REVIEW OF EMPLOYEE BENEFIT CONTRACTS AND FEDERAL GUIDELINES AND REGULATIONS:**

Hourly Fee: \$ _____ Proposed Staffing: _____

\$ _____

\$ _____

NON-COLLUSIVE AFFIDAVIT

AFFIDAVIT

State of _____)
County of _____) ss.

_____ being first duly sworn deposes and says:

That he/she is _____ of the party making the foregoing proposal or bid, that such proposal or bid is genuine and not collusive or sham; that said bidder has not colluded, conspired, connived or agreed, directly or indirectly, with any bidder or person, to put in a sham bid or to refrain from bidding, and has not in any manner, directly or indirectly, sought by agreement or collusion, or communication or conference, with any person, to fix the bid price of affiant or any other bidder, or to fix any overhead, profit or cost element of said bid price, or of that of any other bidder, or to secure any advantage against the **HOUSING AUTHORITY OF COLUMBUS, GEORGIA** or any person interested in the proposed contract; and that all statements in said proposal or bid are true.

Signature of: _____
Bidder, if the bidder is an Individual;

Partner, if the bidder is a Partnership;

Officer, if the bidder is a Corporation;

Subscribed and sworn to before me
this _____ day of _____, 20_____

My Commission Expires _____, 20_____