

REQUEST FOR PROPOSALS

GENERAL LEGAL SERVICES

Date of Issuance: December 17, 2018

Date Responses Due: January 18, 2019

OVERVIEW

The Housing Authority of the City of Roswell, Georgia (RHA) is seeking proposals from qualified firms to provide legal advice and assistance to RHA with regard to a range of activities associated with the ownership and operation of rental housing subsidized and regulated by the U. S. Department of Housing and Urban Development (HUD) and governed by the Georgia Housing Authorities Law, O.C.G.A. sec. 8-3-1, et seq. The selected attorney or firm will function as the Authority's General Counsel.

BACKGROUND

RHA is a public body organized under applicable state law for the purpose of providing safe and affordable housing. Its activities include the acquisition, financing, construction, maintenance and operation of such housing. The RHA is required to comply with all applicable Federal, state and local laws and regulations, including HUD regulations, guidelines and Program Manuals, and RHA policies and resolutions.

The Authority is governed by a six-member Board of Commissioners appointed by the Mayor. Operations are carried out by a Secretary to the Board and Integral Property Management staff. RHA owns and operates 95 units of section 8 PBRA multifamily and senior housing on one site and 28 units of market rate housing on another site. The Authority at this time does not have a section 8 Housing Choice Voucher program.

In its day-to-day public housing operations, RHA must confront a variety of legal issues, particularly including landlord-tenant, procurement contracts, real estate, construction, and compliance with federal requirements. However, the Authority also plans to expand its activities with respect to development of low-income housing for senior and family residents, the latter in the context of mixed income housing. In particular, RHA intends to partner, through private affiliates, with development entities to apply for Low-Income Housing Tax Credits (LIHTC) in 2019 and subsequent years. In addition, the Authority may develop multifamily housing through bond issues

and 4 or 9% tax credits. It is anticipated that these development activities, by and large, may be carried out through private affiliates.

SCOPE OF SERVICES

The selected attorney or firm will provide a full range of representation, advice, and assistance necessary for RHA to carry out its activities and initiatives with a high level of confidence in the legality and propriety of its actions. The selected attorney or firm will be called upon on an “as needed” basis. Given the nature of the work, the compensation arrangement will necessarily be an hourly rate arrangement.

As indicated above, the selected attorney or firm can expect to be consulted on a wide range of legal matters, including in approximate order of frequency:

- landlord-tenant
- real estate transactions
- contracts and procurement, especially construction-related
- federal statutory and regulatory requirements, particularly the U. S. Housing Act of 1937, 42 USC 1437, et seq., Title 24 of the Code of Federal Regulations
- state requirements under the Georgia Housing Authorities law and the Open Meetings and Open Records Acts
- formation and operation of non-profit affiliate organizations
- employment law

PROPOSAL FORMAT

Interested firms must submit detailed qualifications, which will include a minimum of:

1. Letter of Interest.
2. Qualifications of the firm with emphasis on areas of past performance in the areas listed above.
3. Experience with HUD programs and projects.
4. Contact person(s), address and telephone number.
5. Certification of commitment to equal employment opportunity, section 3 requirements, and utilization of disadvantaged businesses to the extent required by law or applicable regulation.
6. Any additional information that will assist RHA in evaluating the firm’s capability to provide the services requested.
7. Detailed schedule of compensation, including hourly cost rate for services, and expenses, including all travel and clerical.

EVALUATION FACTORS

The following factors will be used to determine the apparent successful proposal.

1. General experience in real estate 0-20 points

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| 2. Experience in other areas listed above | 0-30 points |
| 3. Demonstrated experience with HUD programs and projects. | 0-15 points |
| 4. Evidence of the firm's ability to provide the services in a timely manner. | 0-10 points |
| 5. Cost of services expressed as hourly rate(s). | 0-25 points |

SUBMISSION

Written Proposals should be submitted no later than **Friday January 18, 2019 by 3:00 p.m. EST**

Gail Bohannon, Secretary to Board
Housing Authority of the City of Roswell
199 Grove Way
Roswell, GA 30075

E-mail submissions are acceptable and should be sent to gbohannon@roswellhousing.org

All proposals are subject to the provisions set forth herein or incorporated by reference. Questions should be directed to the Gail Bohannon, secretary to the Board, at (770)993-6226. RHA reserves the right to reject any and all submissions. After preliminary review, qualifying and approval of a firm, the RHA will enter into an Indefinite Quantity Contract to complete the services suitable to and in the best interest of RHA.