

Phone: (630) 701-9977
Fax: (630) 701-9974



Website: www.auroraha.com

The Aurora Housing Authority™
1449 Jericho Circle, Aurora IL 60506

Aurora Housing Authority Request for Proposal Legal Services Date: June 28, 2018

Date of Issue: June 28, 2018
Questions Due: July 13, 2018, 3:00pm Central time
Proposals Due: July 31, 2018, 3:00pm Central time
Anticipated Board Approval: August 2018

Request for Proposal for Legal Services

I. Introduction

The Aurora Housing Authority (AHA) is requesting proposals from qualified, licensed and reputable entities to provide legal services to the Authority including the Board of Commissioners and the Management Office on various matters related to the general business of the Authority and to the management of its different programs.

The AHA is a non-profit organization was founded in the 1940s and charged with the mission of providing safe, decent and affordable housing for the people of the City of Aurora.

Interested parties must demonstrate a minimum of 7 years' experience as a housing authority legal counsel and exhibit a broad range of representation in affordable housing, HUD programs (Public Housing, Housing Choice Voucher (HCV), Veterans Affairs Supportive Housing (VASH), Rental Assistance Demonstration (RAD), Low Income Tax Credits, (LITC) among others) and Human Resources as described in the Scope of Work.

Interested firms cannot be on the OIG (Office of Inspector General) Exclusion or Disbarment list nor have any history of or pending lawsuits involving the Aurora Housing Authority or any other State Housing Authority.

These services will be required on an as-needed bases. The AHA will not provide a retainer fee but will reimburse the Attorney for time spent on cases and work assigned at an hourly rate on a monthly basis. The attorney will also be reimbursed for approved out of pocket expenses related to the service provided. It is the intention of AHA to award a contract for a term of two years (2 years) with two (2) one-year renewal option periods.

The RFP may be obtained online at www.auroraha.org under Public Documents or by contacting the AHA at info@auroraha.org. One original and three (3) copies of the sealed proposal must be submitted.

Sealed Proposals will be received at the AHA office no later than July 31, 2018 3:00 pm local time. Any proposal received after this date and time will be returned unopened to the Respondent. Proposal will be held in confidence and not released for public review until after final award is made.

Proposals received after 3:00pm or left at any other housing location will not be accepted.

Question regarding this RFP should be directed to info@auroraha.org. All questions must be received no later than July 13, 2018. Answers will be published on AHA website as an addendum

All Proposals must be submitted and delivered to:

Aurora Housing Authority
1449 Jericho Circle
Aurora, IL 60506
Attention: Maria Godinez

II. Minimum Eligibility Requirements

Proposer must meet the following requirements:

1. The Attorney shall have a minimum of Seven (7) years of experience with:
 - a. Affordable housing
 - b. HUD programs
 - i. Public Housing
 - ii. Housing Choice Voucher (HCV)
 - iii. Veterans Affairs Supportive Housing (VASH)
 - iv. among others
 - v. Human Resources
 - vi. HA policies, general operations of a public agency, and applicable statutory requirements.
2. The Attorney's resume shall show particular experience in the specialized fields.
3. Each attorney performing the services under this RFP must be licensed in Illinois and in good standing to deliver all services, with no disciplinary actions pending.

III. Scope of Services

The scope of services for which the AHA is soliciting proposals is generally to provide comprehensive legal services as Legal Counsel to the Aurora Housing Authority. The selected firm shall furnish all labor and resources necessary to provide such services.

The Scope of services shall include but not limited to the following:

1. Routine
AHA will need the successful proposer to assist in the following types of matters. This is not an exhaustive or an all-inclusive list of typical/routine services.
 - a. The Proposer may list services they would consider appropriate services to be included within their proposal, for example, routine advice to the Executive Director regarding operations and administration of program services. Services considered routine by the AHA include:
 - b. Legal advice to the respective Board. Attendance and guidance during all the Housing Authority's Meetings (annual, regular, and/or special) and supervision, as to legality, of the official minutes and resolutions of the Housing Authority as requested.
 - c. Legal advice to AHA and staff, when necessary regarding personnel actions, policies and procedures including but not limited to compensation hearings, workers' compensation claims and hearing, employment discrimination claims, equal opportunity employment hearings, and attendance at formal administrative hearings when requested.
 - d. Conferring with and advising the officers, employees, and members of the Housing Authority, with respect to business, all legal matters when requested.
 - e. Advising and consulting with all parties having dealings with Housing Authority of legal nature.
 - f. Advice and assistance to the Housing Authority in the preparation and review of all legal documents, leases, papers, deeds, contracts, specifications, bonds, waivers, and other legal drafting as may be required from time to time as well as other instruments useful or necessary in the conduct of Housing Authority's operations.

- g. Appearance for and representation of the Housing Authority operations.
 - i. Institute and bring to conclusion all Landlord /Tenant actions for the recovery of possession of dwelling units or for the collection of rents, and all related landlord /tenant matters up to any appeal above the administrative stage
 - ii. Approval of the legality of contracts and all payments there under: handling of all legal questions and matters advising under contracts of the Housing Authority and rendering of legal opinions on all matters submitted by the Housing Authority, included but audit letters and represent the Authority at all grievance hearings as requested.
- h. Review of potential conflicts of interest.
 - i. Provide a legal perspective and advice on the applicability of various regulatory or statutory provisions on day-to-day operations. Prepare memoranda or legal opinions. Considerations may involve procurement, licensing agreements, sovereign immunity, instrumentalities, affiliates, landlord/tenant, freedom of information, Housing Choice Voucher administration, among others.

2. Non-Routine Services

The successful proposer may be asked to assist an alternate firm, (excluding insurance defense counsel) with particular depth in the following matters:

- a. Prepare or advise on litigation or administrative proceedings that may likely result in litigation, as plaintiff or defendant on issues or claims arising from construction, constitutional, environmental, tax, or other subject matter where specialized representation is more customary and alternative counsel from the selected firm or outside counsel is required.
- b. Proceedings before the Illinois Supreme Court, Court of Appeals, Tax Court, Department of Revenue, Land Use Board of Appeals, Bankruptcy Court, or Environmental Protection Agency (EPA).

3. Alternative Dispute Resolution (ADR) for other than Landlord, Tenant or Program Participant matters related to the Housing Choice Voucher Program.

IV Cost and Price Information

The proposer is requested to provide comprehensive cost/pricing for the entirety of service requirements as outlined in the Scope of Work. The primary point of contact is relevant. Any planned reassignment to lower cost personnel must be approved in advance to assure compliance with the minimum expectations of the solicitation.

V. Forms and Attachments

Submit the following Forms and HUD Certifications, which shall constitute a part of the RFP and any contract. All work will be performed in accordance with professional standards, HUD regulations, requirements and criteria, local codes, regulations, ordinances, and statutes.

1. Form HUD-2992: Certification Regarding Debarment and Suspension
2. Form HUD-5369-B: Instructions to Offerors Non- Construction
3. Form HUD-5369-C: Certification and Representations of Offerors, Non-Construction Contract

4. Form of Non-Collusive Affidavit
5. Section 3 Clause

VI. Response Submission

Proposer shall respond a letter of interest, which must include a clear indication of understanding if Public Housing Authorities and related legal matters, evidence of firm’s ability to perform the required services, firm is registered/licensed to perform required legal services in the state if Illinois.

1. Each proposal should be prepared simply and economically, avoiding the use of elaborate promotional materials beyond those sufficient to provide a complete presentation.
2. All information must be incorporated into a response to a specific requirement and clearly referenced. Any information not meeting these criteria will be deemed extraneous and will in no way contribute to the evaluation process.
3. All information presented in response to this RFP must be included in the submitted response. There can be no information that is linked to a website that requires reviewers to access the website for consideration of content. Any such conditions will not be considered as part of the Proposer’s proposal.
4. AHA may award a contract on the basis of initial offers received, without discussions; therefore, each initial offer should contain the Proposer’s best terms from a cost or price and technical standpoint.
5. All responses shall be submitted to the contact person and address and by the date specified on the first page of this solicitation document.
6. The proposer shall submit one original signature copy (marked “ORIGINAL”) and three (3) exact copies. The original and all exact copies shall have the same cover, binding method, and extended tabs.
7. The proposer shall ensure the response is received by the time and date indicated on the first page of this solicitation document. The package shall clearly indicate the solicitation number and title. Submissions received after the noted deadline will not be accepted.
8. Do not fold or make any additional marks, notations, or requirements on the documents to be submitted. Proposers are not allowed to change any requirements or forms contained herein, either by making or entering onto these documents or the documents submitted any revisions or additions; and if such additional marks, notations, or requirements are entered on any of the documents submitted, such may invalidate that response.
9. By virtue of completing, signing, and submitting the completed documents, the proposer is stating agreement to comply with all of the conditions and requirements set forth within those documents.

VII. Ranking of Selection Criteria

Firms shall submit proposals in accordance with the following outline to receive the maximum points (100) under this solicitation. Items which are not addressed within the proposal will be given a score of zero (0).

Criteria #	Points	Description
1	5	Organization Overview, Approach to Client Requirements
2	15	Cost-Prices
3	40	Experience with Similar Organizations, programs -LIPH/HCV/VASH , Not-for-Profit, Instrumentalities and Affiliates
4	15	Experience with Fair Housing
5	15	Experience with Labor & Employment Matters
6	10	Attorney(ies) Qualifications
Total	100	

VIII. Contract Document

1. The AHA and the successful proposer will execute a standard contract.
2. The Proposer must notify the AHA in writing prior to submitting a proposal of any contract clause that he/she is not willing to include in the final executed contract
3. **Contract Period**

The initial contract period shall be for two (2) years with two (2) one-year options to extend the contract

 - a. In the event services are scheduled to end because of the expiration of this contract, the Proposer shall continue the service upon the request of the Executive Director.
 - b. All work performed pursuant to this solicitation must confirm and comply with all applicable federal, state, and local laws, statutes, and regulations.
4. **Contract Payments**
 - a. Proposer will submit invoices to Accounts Payable Department, Aurora Housing Authority, Aurora, IL 60506. The AHA will make no advance payments for goods and/or services that are subject of this RFP.
5. **Invoice Requirements**
 - a. All invoices must be itemized showing:
 - i. Proposer's Name
 - ii. Remit Address
 - iii. Service(s) performed and Location (if applicable)
 - b. AHA will pay the properly completed and authorized invoice within thirty days of receipt.