

## **Request for Qualifications Legal Counsel**

The Central Falls Housing Authority is requesting proposals from experienced law firms to serve as Legal Counsel. Individual attorneys or firms shall have a broad experience in legal matters relating to public housing operations. Areas of law practice shall include, but not be limited to employment/labor law, RI tenant/landlord law, construction/contract administration, and familiarity with Federal Regulations in 24 CFR related to public housing and other assisted housing programs.

Proposal packages are available via email request to [giannad@cfhousing.org](mailto:giannad@cfhousing.org), available for download at [www.cfhousing.org](http://www.cfhousing.org).

Proposals shall be submitted no later than 11:00 AM EST on Friday, February 29, 2025. Proposals shall be submitted in triplicate form and in a sealed envelope marked "LEGAL COUNSEL PROPOSAL".

The Central Falls Housing Authority reserves the right to accept or reject any or all proposals received as a result of this request, to negotiate with all qualified sources or to cancel in part or in its entirety the Request for Proposals, when in the best interest of the Housing Authority to do so.

Any questions pertaining to the Request for Proposals, or the selection process shall be directed to Bridgett M. Duquette, CEO/Executive Director at 401-727-9090.

**Equal Opportunity/Affirmative Action Employer  
This opportunity is covered under Section 3 of the HUD Act of 1968**

## **Request for Qualifications Legal Counsel**

The Central Falls Housing Authority (CFHA) is soliciting proposals for Legal Counsel required in the administration and management of the Central Falls Housing Authority. The duration of the contract will be for a three-year period beginning May 1, 2025 and ending April 30, 2028.

*Proposers may bid as eviction/tenant matters only or as full scope of services. Please note in your proposal how you are submitting your proposal.*

### **SCOPE OF SERVICE**

The Attorney will perform the following:

- a. Attendance at regular board meetings of the Authority and supervision of the drafting of resolutions.
- b. Supervision as to legality of the official minutes of the Authority.
- c. General advice and assistance to members and employees of the Authority with respect to Authority business.
- d. Legal consultations with all parties having legal dealings with the Authority.
- e. Approval of the legality of contracts and of all payments thereunder.
- f. Handling of all legal questions and matters arising under contracts of the Authority and rendering of opinions on all matters submitted to them by the Authority.
- g. Work and court appearances related to evictions.
- h. Advice on all action's ex contractu as well as ex delicto.
- i. Appearance for and representation of the Authority in court in all litigated matters, including courts of original jurisdiction.
- j. Other routine work required by the Authority

### **PROPOSAL SUBMISSION DEADLINE:**

Proposals shall be submitted no later than *11:00 AM EST on February 28, 2025*, at the administrative office of the Central Falls Housing Authority, 30 Washington Street, Central Falls, Rhode Island. Proposals shall be submitted in duplicate form and be submitted in a sealed envelope marked "Legal Counsel Proposal." The CFHA will not accept proposals after the above deadline.

## PROPOSALS SUBMISSION REQUIREMENTS SHALL INCLUDE:

### 1. Statement of Qualifications

The proposal must contain a **Statement of Qualifications/Resume**. This will include sufficient information to establish your firm's experience and historical background in meeting the legal objectives for the scope of work.

### 2. References:

Provide a listing of recent and current clients that have similar needs and services as indicated by the CFHA. List company name, contact person, phone number and a brief description of the type of services performed.

### 3. Fee Proposal:

Fee proposal shall include the following: hourly billing charge and any incremental billing that is charged for services less than an hour. Include a detailed description for what the hourly fee covers. Any cost not included in the hourly billing shall be identified, such as: travel, mailing, postage and court cost. Cost of reimbursable expenses shall include any mark-up if charged. Expenses not identified will be considered part of the hourly fee

### 4. Other Submission Requirements:

**Certified Statement** that the firm or individual is not debarred, suspended or otherwise prohibited from professional practice by any Federal, State or local agency.

**Non-Collusive Affidavit:** Complete the enclosed form.

**PROPOSAL RANKING/SCORING CRITERIA:**

**Proposals will be evaluation and scored according to the following:**

<b>Maximum Scoring Criteria (100 Points)</b>	<b>MAX. PTS.</b>
Relevant experience associated with Public & Section 8/Housing Choice Voucher programs and knowledge of 24 CFR	20
Experience in Federal and State employment and labor law	20
Relative experience in Rhode Island tenant/landlord law	20
General experience in housing operations including, but not limited to preparing contracts for services and writing or reviewing agency policies for compliance to local, state and federal law	20
Experience in housing development and financing programs	10
Fee Proposal and reimbursable charges	10

*Proposal Evaluation*

Proposals will be reviewed independently by a team of three individuals using the criteria established in this proposal. Each proposal will be reviewed by each evaluator for content of the submission and the relative experience as outlined in the scoring criteria. Should the Authority deem it necessary, the Authority will conduct interviews in order to gather additional information or gain clarification on submitted proposals. The CFHA reserves the right to negotiate the price with the firm/individual it selects for award based upon the needs of the Authority and budget restrictions.

**Note:** The Housing Authority will not set in opposition any of the firms submitting proposals. The Housing Authority will not divulge any information from other firms.

**REJECTION OF PROPOSALS**

Those proposals lacking credentials or not containing a certified statement that the firm is not debarred, suspended or otherwise prohibited from professional practice by any Federal, State or local agency shall be removed from any consideration.

**FINAL DETERMINATION AND EXECUTION OF CONTRACT**

The evaluation process will result in the proposal that best meets the Authority’s needs in the sole opinion of the Authority. The best firm/individual will then be recommended to the Board of Commissioners for their approval for award.

**LIMITATION**

The Request for Proposal does not commit the Board of Commissioners to award a contract or to pay any cost incurred in the preparation of a proposal to this request, or to neglect or trade procedures or contract for services or supplies. The Authority reserves the right to accept or reject

any or all proposals received as a result of this request, to negotiate with all qualified sources, or to cancel in part or in its entirety, the Request for Proposal, if it is in the best interest of the Authority to do so. The Authority may require the firms or individuals selected to participate in negotiations and to submit such price, technical or other revisions of their proposals as may result from the negotiations.

## **GENERAL INFORMATION:**

### **Central Falls Housing Authority Profile:**

#### **Governance**

The Central Falls Housing Authority is governed by a five-member Board of Commissioners (BOC) appointed by the Mayor to serve for a five-year period. The BOC usually holds its monthly meeting on the third Monday of the month at 5:00 PM. The Board of Commissioners employs a CEO/Executive Director to oversee day to day operations.

The Department of Housing & Urban Development (HUD) subsidizes operations of both Public Housing and the Housing Choice Programs and therefore must adhere to 24CFR (Code of Federal Regulation).

#### **Authority Profile:**

- The Authority owns and operates two high rise buildings consisting of 327 apartments for elderly and disabled residents.
- The Authority manages approximately 558 Housing Choice Vouchers (Section 8 Program) and 40 Mainstream Vouchers which provides housing assistance to low-income families.
- The agency employs 25 full time workers and 2 part-time persons.

**FORM OF NON-COLLUSIVE AFFIDAVIT**

STATE OF \_\_\_\_\_

County of \_\_\_\_\_

Being first duly sworn on oath, says:

That they are:

\_\_\_\_\_  
(a partner or officer of the firm of, etc.)

The party making the foregoing proposal or bid; that such proposal or bid is genuine and not collusive or sham; that 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; has not in any manner, directly or indirectly, sought by agreement or collusion, or communication or conference with any person, to affix the bid price of affiant or of any other bidder, or to fix any overhead profit or cost element of said bid price, or to that of any other bidder; or to secure any advantage against the Central Falls Housing Authority 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 on this

\_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

\_\_\_\_\_  
(Notary Public)

Seal

My commission expires \_\_\_\_\_, 20\_\_\_\_\_.