

Hillsdale Housing Commission
45 N. West Street • Hillsdale, MI 49242
Phone: (517) 439-1210 • Fax: (517) 439-9577 • www.hillsdalehousing.org

Request for Qualifications and Proposal – Legal Services

The Hillsdale Housing Commission seeks to execute a contract with legal counsel that can provide a wide range of legal services on an as-needed basis. The Commission will execute a two-year contract for legal services, **commencing on June 30, 2009**. The Hillsdale Housing Commission is accepting qualifications and proposals for legal services at the address listed above until **12:00 PM on 06/30/2009**. The proposal must include your firm's resume with emphasis on tenant/landlord issues, experience of State and Federal housing laws, and proposed fee structure for your firm's legal services.

Background

The Hillsdale Housing Commission is a "public housing agency" as defined under the US Housing Act of 1937 (the Act) and is a body corporate and politic organized and existing under the laws of the State of Michigan.

The Hillsdale Housing Commission owns and operates 60 low-rent housing units, as defined in the Act, in one housing project (designated as project number MI-103-001) which is covered by its Consolidated Annual Contributions Contract (No. C-3095, dated 04 April 1975) with the US Department of Housing and Urban Development (HUD).

Qualifications and Proposals

All proposals must include the following:

- Documentation that your firm is properly insured and licensed in the State of Michigan;
- Documentation that your firm is in good standing with the Michigan State Bar Association;
- Documentation that your firm is a member in good standing in jurisdictions in which the firm is licensed to practice;
- Firm staff data and location of principal office and branch(es);
- Certified statement that your firm is not debarred, suspended, or otherwise prohibited from practice by any federal, state or local agency;
- A list of Public Housing Agencies/Commissions and/or government agencies served by your firm, including name and organization, location, period of service, and reference contact person, including phone numbers;
- Documentation of experience with Federal and Michigan Compiled housing laws;
- Resume with emphasis on tenant/landlord issues;
- Names and profiles of experience of personnel to be assigned to client;
- Documentation that firm has a minimum of (5) years experience as legal counsel;
- Proposed fee structure including list of hourly and flat rates for various personnel who would be typically be assigned. The fee structure shall include all clerical, paralegal, and professional services rendered.

The following is a list of typical federal housing issues that may require legal advice, representation and/or court preparation. (This is not a complete list.)

- Representing the Housing Commission on all legal matters;
- Review of new or revised Housing Commission management, administration, personnel and operating policies;

- Participation (by request) at monthly or special Housing Commission Board meetings;
- Processing or termination and evictions of public housing residents;
- Responding to Fair Housing complaints or issues;
- Responding to Civil Rights and Privacy Act inquiries or issues;
- Responding to Freedom of Information requests;
- Responding to issues relating to the Open Meeting Act and Board procedure;
- Responding to filed lawsuits;
- Handling of court litigation that may not be covered by the Commission's insurance policy, and will require prior HUD approval;
- Reviewing contracts, when requested.

Legal Services Fee Structure

The HHC will not provide a retainer fee, but will reimburse the Attorney for time spent on cases and work assigned at an hourly rate. The Attorney will also be reimbursed for approved out of pocket expenses related to caseload.

Your firm should have some working knowledge of the rules and regulations that govern the Hillsdale Housing Commission's federally assisted housing programs. The contracts will expire after 24 months, and new proposals will be solicited 60 days prior to contract expiration date.

All proposals shall be delivered to the Hillsdale Housing Commission Executive Director at the address listed at the top of this document.

The Hillsdale Housing Commission reserves the right to reject any or all proposals, to waive any formality in the proposals and to accept the proposal which it deems to be in its best interest. Should you have any questions or require additional information please contact the Hillsdale Housing Commission at (517) 439-1210.

Please direct any inquiries to:

Alton D. Cousino III, PHM,
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45 N. West Street
Hillsdale, MI 49242
(517) 439-9577
www.hillsdalehousing.org
acousino@hillsdalehousing.org

Thank you for your time and consideration.

Alton D. Cousino III, PHM
Executive Director, Hillsdale Housing Commission