

PASCO COUNTY HOUSING AUTHORITY
REQUEST FOR PROPOSALS FOR LEGAL SERVICES

I. PCHA MISSION AND DESCRIPTION

The Pasco County Housing Authority, hereinafter referred to as PCHA, is committed to providing adequate affordable housing in a suitable living environment to low and moderate income individuals and families without discrimination; and to create economic opportunities for our customers to become self-sufficient.

The PCHA owns and operates 207 units of Low Rent Public and Rural Housing consisting of twelve communities, owns and operates 331 units of Multi-Family Housing, administers 1,468 units of Section 8 Housing Choice Voucher Program, 71 HOPWA Vouchers, and 47 HPRP Vouchers.

II. SCOPE OF LEGAL SERVICES REQUIRED

The PCHA intends to award a contract to a qualified lawyer or firm to provide day-to-day legal services necessary for the operation of the agency. The attorney or firm selected should at a minimum have the following qualifications and be able to provide the following services:

1. Serve as general counsel and represent the PCHA in any legal matters and provide.
2. File lawsuits on behalf of the Housing Authority and serve as counsel on any matters pertaining to the case unless otherwise covered by insurance and insurance counsel is provided.
3. Represent the PCHA in court on lawsuits filed against it by contractors, residents, landlords, employees and others unless otherwise covered by insurance and insurance counsel is provided.
4. Bring summary process actions in County Court and represent PCHA's interest in Landlord Tenant disputes, including but not limited to lease terminations and evictions.
5. Provide written legal opinions on varying housing authority matters in accordance with any applicable provisions of Florida State Statutes and the Code of Federal Regulations including any applicable USDA Rural Development or HUD regulations.

6. Review and draft contracts and policies (i.e. contracts for services, contract for grant funding such as CDBG, HOPWA and HOME grants, construction contracts, leases, special purpose agreements, and procurement documents etc.), as needed.
7. Provide legal opinions and attend meetings as necessary for the resolution of disputes between the PCHA and third parties.
8. Represent the PCHA in informal or formal hearings with residents or employees.
9. Represent the PCHA in human resources matters including, but not limited to, drafting personnel policies and procedures and amendments thereto when necessary.
11. Attend Board of Commissioners meetings or other scheduled meetings as required and provide legal guidance, as well as, represent the PCHA's legal opinion. Normally, Board of Commissioners meets at least once per month.
12. Assist in preparing correspondence or other documents to contractors, vendors, agents, etc., as may be necessary to protect the Authority's interest for both the present and future.
13. Assist in the interpretation and implementation of regulations by Local, State, and Federal agencies with emphasis on programs administered by Pasco County, HUD and USDA Rural Development, including but not limited to Public Housing, Section 8 Housing Choice Voucher Programs, Section 8 New Construction, USDA migrant and family housing, HOPWA and HPRP.
14. Provide training as requested on PCHA Dwelling Leases, Section 8 Certification and Leasing Process and the eviction procedures and/or voucher termination procedures to persons serving as Hearing Officers.
15. Provide legal representation and act as liaison with HUD's Legal Department, HUD's Offices, and USDA's offices.
16. All members of the firm practicing in Florida must be admitted to practice before the Bar in the State of Florida.
17. A member of the firm must be admitted to practice before the judiciary of the State of Florida and have litigation experience before the Courts.

18. Experience and knowledge in legal issues for programs administered by the United States Department of Housing and Urban Development (HUD) and the United States Department of Agriculture (USDA Rural Development), including but not limited to Public Housing, Section 8 Housing Choice Voucher Programs, Section 8 New Construction, USDA migrant and family housing at the federal, state and local level.
19. Experience and knowledge with Florida Statutes Chapter 83, Florida's Landlord and Tenant Law and the processing and litigating of evictions and lease terminations.

III. ADDITIONAL PREFERRED EXPERIENCES

The additional preferred qualifications include:

1. Familiarity with public procurement law.
2. Experience with labor and employment law issues.
3. Other benefits, capabilities and experiences the firm wishes to offer.

IV. FORM OF PROPOSAL

Each potential proposer being satisfied as to the type of legal services required by PCHA, should submit 10 copies of a written proposal addressed as follows:

Pasco County Housing Authority
Attn: RFP for Legal Services
14517 7th Street
Dade City, Florida 33523
Attention: Ms. Linda Wright
Interim Executive Director

All submissions must be received by 2:00 p.m. on Tuesday, February 14, 2012

Each proposal should include:

1. Statement of Proposer's Qualifications and Experience

The proposal should supply the following information (not all inclusive):

- Qualifications/Experience of the lawyer that will be performing the services.
- Cost for Services.
- Cost for Additional Related Services (if applicable).
- Payment Schedule.

- Proof of Professional Liability Insurance.
- Completed HUD form-5639-C “Certifications and Representations of Offerors”
- Completed Non-Collusive Affidavit

2. Other

At the proposer’s option, any relevant background data not specifically referenced above may be included to enhance the proposal submission. Areas of interest to the Commission include, but are not limited to, data concerning information or the number of successful evictions and specific knowledge related to HUD and USDA Rural Development programs the firm has acquired.

V. CRITERIA FOR SELECTION

Proposers must meet the minimum qualifications set forth in paragraph II above.

PCHA reserves the right to accept or reject in part, or reject all proposals and to re-solicit new proposals. PCHA may also reject any proposals that are incomplete or non-responsive and any proposals that are submitted after the deadline.

VI. EVALUATION CRITERIA

PCHA will assess the aspects of the proposals in the following manner:

1. Professional qualifications, relevant experience and evidence of the proposer’s ability to perform the work.....35%
2. Qualifications of individual(s) assigned as primary counsel.....20%
3. Capability to provide legal services in a timely manner.....15%
4. Fee.....30%

Each of the above aspects will be carefully evaluated to insure that the finalists have the experience and capability to handle the variety of legal issues the PCHA may encounter. The qualifications of the primary individual assigned as the primary attorney will be carefully evaluated to determine the best candidate(s).

Any questions concerning the Request for Proposal should be directed to Ms. Linda Wright, Interim Executive Director, (352) 567-0848 ext. 109.