

Request for Proposal – Legal Services – Landlord Tenant Eviction

The Greenburgh Housing Authority (GHA) is soliciting proposals from qualified law firms to furnish professional legal services in connection with landlord tenant eviction cases. The initial contract would be for two years with the option for a two-year extension. GHA is a municipal housing authority responsible for 246 public housing units and 245 families served under the Section Eight Program.

Legal services will also be required for the Housing Authority's development corporation, the Greenburgh Housing Development Corporation (GHDC). The GHDC builds affordable housing and manages nine units of affordable housing.

Must have thorough knowledge of public housing laws, rules and regulations and landlord tenant matters. Interested firms or individuals may obtain a request for proposal (RFP) by downloading the RFP from www.greenburghhousing.org or by contacting the Greenburgh Housing Authority at (914) 946-2110 or in person at the address below.

Greenburgh Housing Authority is an Equal Opportunity Employer.

All proposals must be received by **4PM, Friday August 10, 2018** and must be sent or delivered to:

Raju Abraham, Executive Director
Greenburgh Housing Authority
9 Maple Street
White Plains, NY 10603

**Request for Proposal
For Legal Services –
Landlord Tenant Evictions**

Greenburgh Housing Authority

Contact:

**Raju Abraham, Executive Director
9 Maple Street
White Plains, NY
10603**

**DEADLINE: August 10th.2018,
2018
4:00 p.m.**

The Greenburgh Housing Authority (GHA) is responsible for the administration and management of the following programs in the Town of Greenburgh NY.

Federal Low-rent Public Housing	115units
New York State Low rent Public Housing	131units
Greenburgh Housing Development Corporation (Not-for Profit)	9 units
Housing Choice Voucher Program	303 Vouchers

GHA is seeking legal services for routine (Retainer Agreement) and non-routine litigation matters, as required by GHA. Following is a general scope of services required:

Routine

1. Legal counsel to bring summary process evictions in Court and to otherwise represent GHA's interest in non-payment of rent cases and termination of leases for cause. The selected firm(s) will work closely with GHA staff in preparing and filing cases for eviction, review all eviction resident files to determine how to proceed/appropriate resolutions, remain current on case law developments and all changes in landlord tenant law, public housing law, and other relevant laws.
2. Attending all local Authority meetings on a need basis.
3. Attendance at formal administrative hearings when requested.

Non – Routine (Holdovers)

1. Eviction for undesirability.
2. Nuisance or other substantial violation of breach of lease.
3. Answering order to show cause notice brought by petitioner, when counsel has already successfully concluded the eviction proceedings by filing the warrant of eviction and the petitioner seeks to reopen the hearing or otherwise said proceeding.
4. Answering order to show cause for other than stated herein and defending or appealing in the appellate court with all post trial and pre-proceedings construction disputes etc.
5. Litigation in Criminal courts.

Proposal

Each potential proposer, being satisfied as to the types of legal services required by GHA should submit 1 copy of a written proposal addressed as follows:

RFP for Legal Services
Mr. Raju Abraham, Executive Director
Greenburgh Housing Authority
9 Maple Street
White Plains, NY 10603

All proposals must be received by 4:00 p.m., August 10th, 2018, and be clearly marked "Legal

Services Proposal Landlord Tenant - Evictions.” Proposals will not be opened until after the deadline has passed.

Proposals shall include:

Statement of Qualifications and Experience

This statement should include a brief biographical summary of the principal members of the firm with the highlight of the individual(s) who would primarily service GHA. Three appropriate

references should be included from clients with similar types of needs such as governmental non-profit or Housing Authority bodies or other governmental entities. Provide client name, contact name, address, telephone number, and indicate length and nature of relationship with the entity.

Transition

Each proposal should include a description of how the firm intends to assume responsibility of existing legal matters and how soon the firm, if selected, would be in a position to provide services.

Rates

Please provide charges per hour for all potential costs, including partner, associate, secretarial, and general office charges.

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 might include, but is not limited to, data concerning information on the number of successful evictions and specific training/ knowledge related to HUD Programs/ NYS division of housing and community renewal the firm has acquired.

Minimum Qualifications

The qualifications GHA is seeking include the following:

1. All members of the firm practicing in New York must be admitted to practice before the bar in the State of New York.
2. Experience with litigation.
3. Experience with New York Tenant/Landlord Law.
4. Proof of Professional Liability Insurance.
5. At all times, the firm and all individuals assigned to perform legal services must be free from conflicts of interest because of any other engagements, work performed, or personal or business dealings. Any possible conflict must be disclosed.

Additional Preferred Experiences

The preferred qualifications GHA view as favorable include:

1. Familiarity with housing rules and regulations, including legal counseling, litigation, and dispute resolution.

2. Familiarity with regulatory analysis and litigation at state and national levels.
3. Familiarity with public housing legal issues, including NYS Division of Housing and community renewal regulations and Federal Public Housing regulations.
4. Other benefits, capabilities, and experiences the firm wishes to offer.

Term of Contract

The term of the contract will be one year, with the option of renewing the contract two times for one year each. Firms wishing to include rate quotes for three separate years are encouraged to do so.

The GHA reserves the right, at its sole discretion, to select separate firms to handle each type of litigation listed above or any other matter they deem necessary. In doing so, GHA may decide to award all or part of the work described in the RFP to one or more firms.

Any questions concerning the request for proposals should be directed to the Executive Director in writing.

The GHA reserves the right to reject any and all proposals and to waive any informalities or formalities regarding this RFP. Faxed proposals will not be accepted. All proposals become the property of the GHA, upon submission, and will not be returned to the respondent. Proposer may be excluded from further consideration for failure to fully comply with the requirements of this RFP.

Criteria for Selection

Proposers must meet the minimum qualifications set forth above. Each aspect of the proposal will be carefully evaluated to ensure that the finalists have the experience and capability to handle the variety of legal issues the GHA may encounter.

Ranking of Selection Criteria

The Housing Authority will use a ranking system in evaluating proposals. The Housing Authority will evaluate all responses and select the three most qualified names or firms and rank them in one-two-three order orders. The top ranked firm will be contacted and requested to submit a written fee/cost proposal/structure. The Housing Authority will then negotiate with the law firm to arrive at an agreeable fee/cost. If the agreeable fee/cost cannot be obtained, the Housing Authority will begin negotiations with the next lower ranked firm. The following section criteria will be used to score and rank proposals:

Selection Criteria 1:

Past performance in terms of quality of work and compliance with client's instructions.

Excellent 20 points

Good 10 points

Fair 5 points

Selection Criteria 2:

Capability to provide professional legal services in a timely manner

Excellent 20 points

Good 10 points

Fair 5 points

Selection Criteria 3:

Professional/technical competence and experience.

Excellent 20 points

Good 10 points

Fair 5 points

Selection Criteria 4:

Knowledge of HUD, DHCR, municipal, housing, landlord, and tenant laws/codes.

Excellent 20 points

Good 10 points

Fair 5 points

Selection Criteria 5:

Proposed techniques/approach in representing the Housing Authority

Excellent 20 points

Good 10 points

Fair 5 points

All responses should directly address each specific selection criteria under specific headings. Proposals must be received, in a sealed envelope marked "legal services-eviction", by the Housing Authority office no later than 4:00 PM Friday, August 10, 2018 and shall be addressed to

Greenburgh Housing Authority

9 Maple Street

White Plains, NY 10603

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