

## **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](http://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 September 21, 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:

### Legal Services

The Greenburgh Housing Authority is requesting proposals from interested and qualified law firms to provide and perform legal services to the Local Authority including the Board of Commissioners and the Management Office.

#### General:

Provide all legal services including routine litigation (Retainer Agreement) and non-routine litigation.

#### Scope of Services:

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

#### Routine

- A. Attending all the Local Authority's Meetings (annual, regular, and/or special) and supervision, as to legality, of the official minutes and resolutions of the Local Authority.
- B. Attendance at committee meetings when requested.
- C. Attendance at formal administrative hearings when requested.
- D. Conferring with and advising the officers, employees, and members of the Local Authority, with respect to business, all legal matters when requested.
- E. Advising and consulting with all parties having dealings with the Local Authority of a 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. And other instruments useful or necessary in the conduct of the Local Authority operations.
- G. Appearance for and representation of the Local Authority operations.
  - a. Original non-payment evictions proceedings.
  - b. Institute and bring to dutiful conclusion in courts of original jurisdiction all actions for the recovery or possession of dwelling units or for the collection of rent: handle all legal matters relating to tenant/landlord aspect of the lease.

- c. Approval of the legality of contracts and all payments thereunder: handling of all legal questions and matters arising under contracts of the Local Authority
- d. and rendering of legal opinions on all matters submitted by the Local Authority, including audit letters, and represent the Local Authority at all grievance hearings.
- e. Giving notice to and consulting with the Local Authority's insurance carriers in all cases of injury to person(s) or property involving the Local Authority; review and approval of all documents pertaining to temporary and permanent financing of Local Authority projects; and
- f. Representing the Greenburgh Housing Authority at arbitration involving employee and union issues, as well as assisting with other labor personnel issues: interceding and negotiating on behalf of the Local Authority with the local municipality, the U. S. Department of Housing and Urban Development, the New York State Division of Housing and Community Renewal, and other public and private sector entities, as necessary.

#### Non-Routine

Examples of non-routine litigation are holdovers such as:

- A. Evictions for undesirability
- B. Nuisance or other substantial violations or breach of lease
- C. Answering order-to-show-causes brought by a petitioner, when counsel has already successfully concluded the eviction proceedings by filing the warrant of eviction and the petitioner seeks to re-open by hearing or otherwise said proceeding
- D. Answering order-to show-causes for other than stated herein and defending on appealing in the appellate courts with all post trial and pre-proceedings construction disputes etc.

## Form of Proposal

Please respond with a letter of interest, which must include a clear indication of your understanding of public housing and related legal matters, evidence of your firm's ability to perform the required services, evidence that the firm is registered or licensed to perform the required legal services in the State of New York, evidence of professional liability insurance and a certified statement that the lawyer(s) or firm is not debarred, suspended or otherwise prohibited from professional practice by any bar association, federal, or state agency. Also respond to the following:

1. Professional/technical competence and experience.
2. Capability to provide professional legal service in a timely manner.
3. Past performance in terms of cost control, quality control, and compliance with performance schedule.
4. Knowledge of housing/law codes.
5. Knowledge of HUD & DHCR rules, regulations, and procedures.
6. Knowledge of landlord/tenant law.
7. If not from the local area, your plan to operate efficiently to provide the required professional legal services in the local court and area.
8. Your efforts to encourage women and minority lawyers to apply for jobs with your firm/practice.
9. Profiles/resume of firm's principals, staff, and facilities.
10. Description of techniques/approach to be used in representing the Housing Authority references.

Please forward all responses to:

Bishop Wilbert Preston, Chairman  
Greenburgh Housing Authority  
Administration Building  
9 Maple Street  
White Plains, NY 10603

## 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", by the Housing Authority office no later than 4:00 PM Friday, September 21, 2018 and shall be addressed to

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White Plains, NY 10603  
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