

## Warner Robins Housing Authority

112 Memorial Terrace  
Warner Robins, GA 31093  
478-929-0229 (Office)  
478-329-9347 (Fax)

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### REQUEST FOR PROPOSAL LEGAL SERVICES 2019

The Warner Robins Housing Authority (WRHA) is currently soliciting bids for Legal Services for a one (1) year period with the option for two (2) one (1) year extensions.

Interested qualified and licensed Attorneys or Firms who have successfully demonstrated their ability to perform any of the above listed work are invited to submit proposals. Small businesses, minority and women owned businesses are encouraged to respond.

Proposals will be received until Thursday, August 30, 2018 at 5:00 PM ET at WRHA's Central Office located at 112 Memorial Terrace, Warner Robins, GA 31093. Bid packets may be downloaded from our website. You must use the bid sheet provided. The website address is [www.warnerrobinsha.com](http://www.warnerrobinsha.com). **ALL BID PACKETS MUST BE RETURNED IN A SEALED ENVELOPE, WITH "LEGAL SERVICES SEALED BID" ON BOTH SIDES OF THE ENVELOPE.** Unmarked packets will not be considered.

The purpose of the Request for Proposal is to select one or more Attorneys to enter into an agreement for performance of legal services. *Any contract or contracts awarded under this solicitation does not guarantee the General Counsel the exclusive right to all legal services arising at WRHA during the course of any contract.*

WRHA is an EEO/ADA compliant employer and reserves the right to reject any or all proposals, to waive any informality in the specifications or proposal process or to cancel in whole or in part this Request for Proposal if it is in the best interest of WRHA to do so. The attention of proposers is directed to the fact that the proposed work will be financed in whole or in part with Federal Funds, and therefore, all applicable Federal Statutes, ruling and regulations will apply. WRHA also reserves the right to award multiple contracts for services if it is in the best interest of the Housing Authority to do so.

Attorneys / Firms may withdraw a proposal either personally, by written request or by FAX at any time prior to the scheduled closing time of receipt of proposals. **NO PROPOSAL SHALL BE WITHDRAWN FOR A PERIOD OF THIRTY (30) DAYS** subsequent to the opening of Proposals without consent of WRHA.

Any questions or clarifications may be directed to the attention of Oscar G. Mason, Director of Development, at this email address, [omason@warnerrobinsha.com](mailto:omason@warnerrobinsha.com).

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## PROPOSAL REQUIREMENTS

### SCOPE OF SERVICES

The legal services listed below will be provided under a monthly retainer and charged to WRHA's Central office

- Attend all regular and special meetings of the Authority's Board of Commissioners to render counseling advice as requested.
- Provide written and/or oral communications and consultation to the Executive Director or other authorized staff on routine matters.
- Attend meetings with the Department of Housing and Urban Development officials upon request.
- Make trips to HUD or other entities / agencies as needed.
- Prepare and submit monthly reports regarding the status of all litigation and non-litigation matters assigned to the General Counsel.
- Prepare and provide copies of all documents, including but not limited to, pleadings, motions and other litigation documents, contracts memoranda, and letters relating to the WRHA which the General Counsel has been assigned on all routine matters.

The following legal services shall be provided under a firm-fixed price and will be charged to the individual AMP as applicable.

- Prepare and prosecute forcible entry lawsuits in the general division of the Circuit Court as requested by authorized WRHA staff – from service through possession, assuming no trial. Trial work, if necessary and appropriate on the advice of the Executive Director or assigns, will be billed under the hourly rate.
- Prepare documents necessary for the acquisition of all real property consisting of single family, duplex or commercial property.
- Prepare closing documents for the sale of excess property and property sold under the WRHA Homeownership Program.

All other legal services including but not limited to the following shall be provided under an hourly rate and charged to a specific AMP or the Central Office depending on the requestor of the service.

- Furnish advice, consultation and assistance to the Executive Director or WRHA authorized staff on issues that are considered non-routine matters.
- Prepare legal documents and opinions relating to the activities of the Executive Director, WRHA Staff, and or Board of Commissioners for non-routine items as assigned.
- Provide training and technical assistance as requested on the legal aspects of the eviction process, the lease agreement, Fair Housing, reasonable accommodations, procurement and competitive bidding or the proposal process and related topics.

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- Litigation proceedings as assigned including any work on appeal for any individual matter assigned to be less than \$25,000 in total charges. Some matters under \$25,000 may be procured separately at the WRHA's discretion; but all matters expected to be in excess of said amount will be procured under a separate contract.
- Representation of the WRHA in personnel matters as assigned including employee grievances or lawsuits arising as a result of disciplinary actions and/or terminations, and any related matters. In the case of labor contract negotiations; the WRHA's general counsel assists as deemed necessary by the WRHA.
- Provide all legal work, obtain tax-exempt status for all properties from local real estate taxes, and prepare annual exemption status reports and other certificates as required by law or statutes.

### **AREAS OF PRACTICE**

Qualified Attorneys or firms must have knowledge and expertise in the following areas of practice:

- Federal and State Landlord tenant law for the State of Georgia;
- Employment law, including ADA, FMLA, due process requirements, federal and state whistleblowers statues and discrimination laws;
- General state law regarding local governmental entities, including but not limited to Georgia Tort Claims Act, Georgia Open Meeting Acts, Georgia Open Records Act, Law and procurement laws;
- Federal Public Housing Law, including federal procurement requirements;
- Real Estate law;

The General Counsel shall comply with all applicable federal, state and local laws and regulations as well as review all relevant HUD regulations including but not limited to the Annual Contributions Contract (ACC), HUD Litigation Handbook 1530.1, Rev 5 and the Procurement Handbook 7460.8 Rev 2 as well as all WRHA's policies and procedures.

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## INSURANCE

The Contractor shall procure, at its own expense, and keep in full force during the term of this Service Agreement, Comprehensive and Automobile Liability Insurance and Workmen's Compensation as follows:

- (a) Automobile Liability on owned and non-owned motor vehicles used in connection with this Agreement and shall contain a limit of bodily injury of at least \$500,000 per person and a total limit per occurrence of at least \$500,000 and property damage limit of \$500,000 per accident.
- (b) Commercial General Liability with a combined single limit for bodily injury of not less than \$1,000,000 injury and \$500,000 property damage per occurrence to protect the Contractor against claims for bodily injury or death and damage to the property of others.
- (c) Worker's Compensation shall be maintained in accordance with the State of Georgia requirements.

The Housing Authority shall be named as an additional insured on each policy. The Contractor shall furnish WRHA (annually) certificates of insurance.

## SELECTION CRITERIA

Service providers shall provide a company profile; number of employees; and the names of key personnel to contact for emergency purposes.

Selection will also be weighted as follows:

<b><u>Criteria</u></b>	<b><u>Percent Weight</u></b>
Actual Cost	30%
Written Proposal	30%
Company Profile	20%
References	20%

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Bidders are to insure that they are capable of supplying legal services in sufficient quantity and quality as needed to meet demand. Pre-qualifications shall include but not limited to, number, capacity, and experience in servicing developments of a similar size.

The proposal will be awarded to the company submitting the most competitive proposal that includes price, qualifications and responsive service, and meets all the requirements and specifications.

Monthly statements will be mailed to **WRHA to the property manager of the site. Invoice should detail the cost per service performed. A separate statement for each site (properly identified) is required for WRHA's accounting and consumption records.** Invoices will be paid by WRHA within thirty working days of receipt.

The bidder is solely responsible for the employment, uniform identification, control and conduct of his / her employees during the course of this contract.

The Contract will become effective on the date of signing for a period of one (1) year with the option for two one (1) year extensions. In the event the bidder does not perform the services as specified herein to the satisfaction of WRHA, the Authority reserves the right to cancel the contract at any time for cause, by giving at least fourteen (14) days written notice of the intent to cancel this contract. WRHA reserves the right to negotiate any and all legal rates.

### **SUBMITTAL REQUIREMENTS**

Each Firm or Attorney must provide their business license and list of references including address as well as phone numbers. Each Firm or Attorney must submit a written proposal detailing how they will deliver legal services to WRHA. All other submittals will be completed prior to any contract signing.

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In submitting this proposal, the undersigned agrees:

- (a) That the Owner reserves the right to waive irregularities, to reject proposals and to award the Contract to the most qualified contractor, should it be in the best interest of the Owner to do so;
- (b) That in the event the contractor does not perform the services as stipulated in the contract to the satisfaction of the Warner Robins Housing Authority Authority, the Authority may cancel the contract at anytime by giving at least fifteen (15) days written notice of the intent to cancel the contract; and
- (c) The contractor shall be responsible for the employment, control and conduct of his employees during the course of the contract.

The undersigned hereby designates his business structure and location:

Contractor is: (check one)

Sole Proprietor ( ) Partnership ( ) Corporation ( )

If the Contractor is a Sole Proprietor, state the following:

Name(s) of Partners:

\_\_\_\_\_

If the Contractor is a Corporation, state the following:

Organized under the laws of the State of \_\_\_\_\_

Name(s) and title(s) of officers authorized to sign the contract:

\_\_\_\_\_

The Proposal is authorized and submitted by:

\_\_\_\_\_  
(Name of Firm)

\_\_\_\_\_  
Authorized Official (Please Print)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Title)

\_\_\_\_\_  
(Date)

(Seal and attest Seal if Proposal is submitted by a Corporation)

