



Portage Metropolitan Housing Authority Request for Proposals for Legal Services

Purpose

The Portage Metropolitan Housing Authority is requesting proposals for legal services for the period from January 1, 2024 through December 31, 2025, with the option, at PMHA's discretion, of three (3) additional one-year option periods, for a maximum total of five (5) years. The options will automatically renew unless PMHA notifies the successful proposer(s) within thirty (30) days prior to the expiration of the initial or extended term of the contract.

These legal services will include, but are not limited to, matters dealing with federal and state public housing laws, evictions and landlord/tenant disputes, employment law, procurement, debt collection, civil rights and fair housing law, Ohio public records and public meetings laws and HUD rules/regulations relating to the Section 8 and Public Housing programs, administrative matters, employment laws and advisory opinions.

The RFP may be obtained online at www.portagehousing.org under "Business Opportunities" or by contacting PMHA at (330) 297-1489. Responses are due no later than 5:00 p.m. on Thursday, November 30, 2023 and can be mailed or hand-delivered to the attention of Pamela Nation Calhoun, at PMHA, 2832 State Route 59, Ravenna, OH 44266. Any proposals received later than said date and time will not be opened or considered. Faxed or emailed proposals will not be accepted.

PMHA is an equal opportunity employer and an equal housing opportunity agency.

PMHA Background

- Created in 1968 as an Ohio political subdivision, governed by a 5-member volunteer Board, with Thomas Sicuro serving as Chairman, and Jean Meadows serving as Vice-Chairman. The jurisdiction of the PMHA is Portage County, Ohio.
- PMHA is dedicated to providing safe, decent and affordable housing for low-income persons, and creating incentives and opportunities for program participants to achieve self-sufficiency.
- Employs approximately 40 employees, who are covered by the Ohio Public Employees Retirement System.
- Administers Federal HUD Section 8, Public Housing and other grant funds, and thus, follows both Federal and Ohio procurement and labor laws.
- Owns 330 housing units and administers Section 8 contracts for approximately 1,953 tenants and 475 landlords.
- Receives insurance coverage through a risk retention pool comprised of other Ohio housing authorities.

- Designated as a “High Performer” under HUD’s evaluation system.
- PMHA is a Moving To Work (MTW) Public Housing Authority.
- PMHA is an Equal Opportunity Employer, and requires its professional contractors to abide by Federal EEO requirements with regard to employment practices.

Scope of Legal Services:

1. Advise and counsel Director and Board in the regular conduct of the affairs of the PMHA, which includes telephone and office conferences, writing incidental correspondence, preparing ordinary legal documents, rendering opinions on legal issues and related services. “Regular conduct” includes, but is not limited to: personnel matters, liability exposure, fair housing compliance, bidding and contract award procedures, nondiscrimination compliance, and HUD housing policies.
2. Offer advice, handle, file and process to judgment, for an estimated 20 rental evictions per year.
3. Attend monthly meetings of the PMHA Board of Commissioners.

The combination of the above (items 1-3) legal services is expected to comprise approximately 16 hours per month during the term of the Agreement.

4. As requested by the PMHA, perform extraordinary legal services such as court appearances, representation at hearings, lawsuits and other extraordinary services for a flat hourly fee mutually agreed upon in advance, and stated in an “Agreement for Legal Services.”
5. Provide itemized billing for legal services provided.

Proposal Submission Requirements:

1. Cover letter, which identifies the firm’s primary contact person(s) for the proposal.
2. Statement of Qualifications, which demonstrates experience and/or working knowledge in the following areas:
 - HUD-assisted rental housing regulations
 - Ohio landlord tenant law
 - State Public Records and Open Meeting laws
 - Ohio political subdivision law, especially as it relates to labor and personnel matters.
 - Ohio and Federal Fair Housing Law
 - Ohio and Federal procurement law
 - Federal Labor Standards
 - Americans With Disabilities Act

3. Description of experience working with clients in the public and municipal sectors.
4. Resumes of key personnel to perform work for PMHA.
5. At least three client references with contact names and phone numbers. Bidders are particularly encouraged to include client references who are housing providers, political subdivisions, or non-profit organizations.
6. Proposed flat, per eviction fee for the provision of 26 evictions annually.
7. Proposed hourly fee for routine legal services (other than evictions) described above in Items 1 and 3 in the Scope of Legal Services, or details of alternative means of compensation proposed by bidder.
8. Proposed hourly fee for extraordinary legal services described above in Item #4 in the Scope of Legal Services.
9. Submit the following Forms and HUD Certifications, which shall constitute a part of the RFP and any contract. All work will be performed in accordance with professional standards, HUD regulations, requirements and criteria, local codes, regulations, ordinances, and statutes:
 - Equal Opportunity Certification
 - Form HUD-2992: Certification Regarding Debarment and Suspension (3/98)
 - Form HUD-50071: Certification of Payments to Influence Federal Transaction (1/14)
 - Form HUD-5369-B: Instructions to Offerors Non-Construction (8/93)
 - Form HUD-5369-C - Certifications and Representations of Offerors, Non-Construction Contract (8/93)
 - Form HUD-5370-C- General Conditions Non-Construction Contracts (10/2006) *(Provided for informational purposes and does not need to be submitted with the proposal)*

Deadline

Sealed proposals will be accepted at the PMHA office until **5:00 p.m., Thursday, November 30, 2023**. Proposals should be addressed to:

Pamela Nation Calhoun, Executive Director
Portage Metropolitan Housing Authority
2832 State Route 59
Ravenna, OH 44266

Bidders must note on the envelope, "Legal Services Proposal."

Faxed or emailed proposals will not be accepted.

Any questions regarding the proposal process should be directed in writing at least 5 days prior to the date proposals are due to: Pamela Nation Calhoun at the address above. The Housing Authority will respond to written questions in the form of written addenda that will be made available to all prospective proposers.

Evaluation

This procurement of legal services follows the method outlined in 24 CFR 85.36, “Competitive Proposals.” Bidders will be evaluated in the following areas, utilizing the stated percentage of weighted value:

- Experience working with political subdivisions 20%
- Experience with rental evictions 20%
- Experience working with HUD housing programs 20%
- Hours of service offered per month 15%
- Experience working with Portage County court system 15%
- Client references 10%

Award will be made to the responsible firm whose proposal is most advantageous to the PMHA, based on the combination of the factors above and price considerations. The PMHA reserves the right to reject any or all proposals and to waive any informality in proposals received whenever such rejection or waiver is in the best interest of PMHA. All proposals become the property of and shall be retained by PMHA. Any proposal or proposal modification received after the hour and date specified as the deadline will be returned unopened.

Affirmative Action

PMHA is an Equal Opportunity Business Enterprise, which promotes competitive solicitations and does not discriminate on the basis of race, color, religion, creed, national origin, sex, sexual orientation, gender identity, military status, disability, or age.

PMHA encourages minority and women-owned business enterprises to respond to this solicitation. If your firm is minority or women-owned, please state and provide a statistical representation of your work force with your quote.

Section 3

PMHA promotes the employment of its residents and low-income persons in Portage County by utilizing HUD funds for contracted activities under the Section 3 program. Interested contractors are invited to indicate if they intend to hire any additional staff to assist in any way the delivery of services under an awarded contract, and if so, what measures will be undertaken to attempt to locate and hire qualified low-income persons to fill those positions using best possible effort. If no new positions are to be created under this contract, there is no obligation for the contractor to hire or train individuals under Section 3.

EQUAL EMPLOYMENT CERTIFICATION

As the representative of the firm stated below, I execute this assurance confirming that our firm shall not discriminate against any employee or applicant for employment because of race, color, creed, religion, sex, handicap, sexual orientation, gender identity, military status, age or national origin. We shall take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to race, color, creed, religion, sex, handicap, sexual orientation, gender identity, military status, age or national origin. Such action shall include, but not be limited to, the following: employment, upgrading, demotion, or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship or internship.

Name of Firm

Chief Executive Officer

Date