

**PEEKSKILL HOUSING AUTHORITY**  
**Request for Qualifications/Proposal (RFQ/RFP) #PHA-LGL 2021**  
**Legal Counsel**

The Peekskill Housing Authority is requesting qualifications and proposals from interested law firms and attorneys to provide legal services. Peekskill Housing Authority consists of 273 units funded and administered by the U.S. Department of Housing and Urban Development. The RFQ/RFP will be available upon request by emailing Janneyn Phalen at [jphalen@peekskillha.com](mailto:jphalen@peekskillha.com).

**Scope of Services**

1. Provide legal guidance and representation for the Housing Authority on legal and business matters, as requested, including but not limited to landlord/tenant, labor, public meeting, compliance, contracts and policy issues.
2. Coordinate the legal efforts in any matter where additional/specialized counsel is needed.
3. Attend and represent the Housing Authority at legal proceedings.
4. Prepare legal documents, policies and/or legal correspondence in conformance with PHA By-Laws, HUD Regulations, as well as State and Federal Laws.
5. Negotiate and review documents and contracts to be entered into for completeness, legality, and conformance with PHA By-Laws, established policy, as well as HUD Regulations.
6. Maintain files of legal documents and prepare reports on case status regularly and as requested.
7. Interact with Court employees, City Marshal, Process Server and other personnel as required.
8. Attends Board Meetings and renders legal opinions as needed and upon request of Commissioners and the Executive Director.
9. Attends bid openings.
10. Meet regularly with the Executive Director and/or the Board of Commissioners as necessary.

**Applicant Requirements**

The Peekskill Housing Authority requests that the applicant meet the following requirements:

1. Be licensed to practice law in New York State,
2. Have at least five (5) years legal experience and employment in HUD Public Housing and/or public entities including Local, County, State and/or Federal service,
3. Detail legal experience and any specialties in private practice law.

## **Form of Proposal**

1. Please respond with a letter of interest, which must include responses to the following criteria:
  - a) A clear indication of understanding of the following:
  - b) HUD's Public Housing procedures, policies, rules and regulations
  - c) Landlord-Tenant Law
  - d) Labor Law
  - e) Public Meeting Law
  - f) Ability to advise PHA regarding compliance issues
  - g) Writing Policy
2. Evidence of your or your firm's ability to perform services in a timely manner.
3. How you or your firm will meet the applicant requirements as detailed above.
4. Profile of the firm's principals, staff and facilities to be used in providing these services.
5. Full disclosure of any relationships, personal or professional that the applicant/firm, principals, and/or staff has had with Peekskill Housing Authority's employees and officials and the City of Peekskill's employees and officials.
6. A list of previous clients and references.
7. Price (provide your proposed annual fee compensation including hourly rates and your firm's staff salaries). Your annual fee compensation must include a monthly fee for general services as outlined in "Scope of Services" including eviction processes; and the requested additional compensation for any eviction process outside the scope of regular evictions included in the monthly billing.

## **Evaluation Factors**

1. Prior experience with the Public Housing eviction process (20 points)
2. Prior experience with the Public Housing leases, policies, governing documents and HUD rules and regulations pertaining to Public Housing administration. (20 points)
3. Prior experience with Board of Commissioners and Public Meeting laws (20 points)
4. Ability to perform services in a timely manner (20 points)
5. Cost (20 points)

All proposals will be evaluated based on the above factors. The Peekskill Housing Authority reserves the right to reject any and all proposals or to waive any formalities in the solicitation process.

The deadline for submission of proposals is Thursday, November 4<sup>th</sup>, 2021 at 11:00 a.m. All proposals after this deadline will be rejected.

Please submit proposal in a sealed envelope marked "Proposal for Legal Services" to:

P Holden Crosland, Executive Director  
Peekskill Housing Authority  
807 Main Street  
Peekskill, NY 10566

**The Peekskill Housing Authority is an Equal Opportunity Employer**