



HOUSING AUTHORITY CITY OF ELKHART

1396 BENHAM AVENUE

ELKHART, INDIANA 46516

www.ehai.org

(574) 295-8392

FAX (574) 293-6878

TTY (574) 295-9682

Angelia M Washington ,
Executive Director

LEFATE OWENS, Commissioner
DAN BOECHER, Commissioner
KRISTEN SMOLE, Commissioner
MARGARET OWENS, Commissioner
HELENIA ROBINSON, Commissioner
CYNTHIA BILLINGS, Commissioner

March 14, 2022

Dear Sir or Madam,

Enclosed please find a copy of a Request for Proposal (RFP) to complete Legal Services for Housing Authority City of Elkhart (EHA). EHA will evaluate the RFP under the competitive proposal method, meaning we will consider both technical cost and factors in awarding the contract.

Please review the enclosed documents and submit a proposal for our consideration to:

Housing Authority City of Elkhart
ATTN: Finance Director
1396 Benham Avenue
Elkhart, IN 46516

Bottom Corner: Proposal for Annual Legal Service Enclosed

All proposals must be received by the Housing Authority no later 4:00 P.M. (Eastern Time) on **April 15^h, 2022**. Proposals received or delivered after this date and time will not be considered and will be returned unopened. Additionally, facsimile copies and/or Email transmissions will not be accepted.

If you have any questions concerning the enclosed proposal, please feel free to contact me at (574) 295-8392 ext. 211. We hope that you will seriously consider working with EHA to provide our audit services. Thank you for your time and we look forward to your response.

Sincerely,

Jessica Brittain
Deputy Executive Director/ Director of Finance

Enclosure: Request for Proposals

Request for Proposal
Housing Authority City of Elkhart Legal Services

Background

Equal opportunity for housing and employment

The Housing Authority City of Elkhart (EHA) was established in 1962 in order to provide safe and affordable housing for qualified low-income persons residing in the Elkhart area. The United States Department of Housing and Urban Development (HUD) as outlined under the United States Housing Act of 1937 and subsequent amendments has direct responsibility for administering low-income housing programs in the United States. As such EHA has entered into various annual contributions contracts with HUD for the purpose of providing significant funding to EHA's various housing programs.

Section A: Request

The Housing Authority City of Elkhart requests proposals from qualified, licensed and insured entities to provide legal services to the EHA. The engagement is for a term of three years with an option to renew annually thereafter.

Scope of Work:

- One-hour presence at Elkhart Housing Authority Board Meeting on Third Thursday of every month.
- Plenary eviction proceedings (non-financial in nature and less than \$1500) as they occur
- A flat fee for non-plenary cases presented for evictions
- Evictions for damages over \$1500
- Legal advisor to the Board of Directors and the Executive Director of the Housing Authority City of Elkhart
- Opinions of regulations pertaining to federal, state, and local governments pertaining to housing, real estate, procurement & contracts
- Civil rights and fair housing requirement, including tenant claims involving violations of the Civil Rights Act of 1964, the Rehabilitation Act of 1973 and the American with Disabilities ACT (ADA)
- Employment issues, including personnel rules, discrimination and wrongful terminations claims
- On an as needed basis to the following areas
 - Human Resources
 - Accounting/Audits
 - Operations
 - Development and Modernization
 - Housing Choice Voucher
 - HUD
 - Real Estate and Tax Credit
 - McKinney Act issues
 - Nonprofit advice
 - Misc. legal issues

By submission of a proposal, the attorney agrees, if his/her proposal is accepted, to enter into a contract with the Housing Authority City of Elkhart, to complete all work as specified or indicated in the contract documents, for the contract price and within the time indicated in the contract. Said work will be maintained in a confidential manner and handled discreetly. The attorney further accepts the terms and conditions of the contract.

The Housing Authority reserves the right to accept or reject any or all proposals, or any part of any proposal, and to waive any informalities or irregularities.

Section B: Proposal Submission Time and Place

One signed original and two copies of the proposal must be submitted to:

**Housing Authority City of Elkhart
Attn: Finance Director
1396 Benham Avenue
Elkhart, IN 46516**

And be received no later than 4:00 P.M. (local time) on **April 15th, 2022**. The envelope containing your proposal must have the following notation on the bottom left-hand corner, "Proposal for Legal Services Enclosed."

The proposals will be evaluated based on the "**Competitive Proposal**" criteria established in this document and points assigned as indicated in Section E below. Proposals received after the above date and time will not be accepted.

Facsimile Copies or E-mail transmission WILL NOT be accepted. Please note that EHA will retain all original proposals for two years from the date of the award of the proposal, for audit purposes.

Section C: Programs administered by the Housing Authority

A seven-member Board of Commissioners appointed by the Mayor of the City of Elkhart governs the Housing Authority. EHA employs approximately 40 full-time and part-time employees. Programs administered by EHA include the following:

Name of Program:	# of Units
Public Housing Program	672
Section 8 Housing Choice Vouchers	727
Capital Fund Grant Program*	
Section 8 FSS	
LIPH FSS or ROSS program	
Comprehensive Housing Counseling	
Various Federal, State and Local Grants & Advances	

The EHA also has/had two (2) nonprofit organizations that have related business activities. Attorney services will be required for these organizations as well. Knowledge of the McKinney Homeless Assistance Amendments Act of 1988 will be needed to offer advice on these programs.

Section D: Detailed Proposal:

Interested firms must submit a detailed proposal, which includes a minimum of:

1. A written description of the firm's organization and years of experience. Also a written statement (list) outlining the firms' previous experience in the community. Please include a contact person and a telephone number.
2. Provide a copy of the firm's state license or license number in the state of Indiana. EHA reserves the right to reject any contract with any firm that fails to provide a license to practice in the state of Indiana.
3. Provide detailed resumes of experience and evidence of all appropriate licenses and professional certificates of all personnel that will be assigned to this engagement. Please provide details as to each person's area of responsibility.
4. The winning firm will bill the EHA on a monthly basis with detailed listing of each item billed. Notating the program the legal fee covers for each line item. (i.e., Advising the commissioners on fair housing laws, 2.25 paralegal rate etc.) Further, please specify the following rates
 - a. Paralegal
 - b. Clerical
 - c. Attorney
 - d. Flat rate court filings (each rate will include sundry items such as travel and postage)

Section E: Evaluation Factors

The Housing Authority will use the following criteria to evaluate proposals.

1. Evidence of the Firms ability to perform the legal services of a Housing Authority that will comply with criteria outlined in Section A. EHA will evaluate based on information Provided in Section D-1, D-2, D-3, and D-4.

MAXIMUM POINTS ASSIGNED 60

NOTE: FAILURE TO PROVIDE THE PROPER CERTIFICATIONS AS OUTLINED IN D-2 AND D-3 ABOVE WILL RESULT IN ELIMINATION FROM CONSIDERATION FOR THE AWARD OF THIS CONTRACT.

2. Price. The Housing Authority will utilize information provided in Section D-4 to assign points to the factor. **NOTE:** The breakdown of costs between the programs is for budgetary purposes only and will not be the basis for assigning points to the factor. EHA will evaluate the factor based on total price as indicated in D-4. The total price should include all applicable out of pocket cost. (i.e., travel, incidentals, postage, etc.).

MAXIMUM POINTS ASSIGNED 30

3. Detailed Proposal: Please include in your proposal anything pertinent about your firm that will help us determine how well your will match up with the Housing Authority City of Elkhart's expectation of the services rendered (i.e. firm's level of experience in governmental law, fair housing, further services that may benefit EHA, systems experience, etc.). EHA will evaluate each proposal to determine whether the proposal is responsive to the requirements set forth herein and to determine whether the proposal fits the needs of the Housing Authority.

MAXIMUM POINTS ASSIGNED 10

Section F: Representations, Certifications and Other Statements of Bidders Public and Indian Housing Programs

Proposals must include a signed Representations, Certifications and Other Statements of Bidders Public and Indian Housing Program.

