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Jeremy Runia
Executive Director

Hours
7:30 Am - 5:30 PM
Monday -Thursday
Closed Friday

Request for Proposal (RFP) #06-2024 for General Legal Services

Title: General Legal Services

Issued: July 8, 2024

Proposal Due Date: July 22, 2024

Contact Information:

Jeremy Runia
Executive Director
Housing Authority of Utah County
485 N Freedom BLVD
Provo, Utah 84601
jrunia@housinguc.org

Proposed Timeline

July 8, 2024	RFP release
July 15, 2024	Questions due
July 16, 2024	Responses to questions due
July 22, 2024	Proposals due
July 31, 2024	Award contract

1. Introduction

The Housing Authority of Utah County (HAUC) actively seeks proposals from qualified attorneys or legal firms to provide comprehensive legal services. The selected firm must be licensed to practice law in Utah and preferably have a physical office continually operating in Utah County. The scope of services includes various aspects of Business Law, contract law, real estate acquisition / disposal, land development, and multifamily construction, among others.

2. Scope of Services

The selected firm will be expected to provide legal counsel in the following areas:

1. **Business Law**
 - Formation and maintenance of business entities, including non-profit 501(c)(3) organizations.
2. **Real Estate Acquisition and Development**
 - Legal assistance with acquiring real estate properties.
 - Development of real estate, including multifamily construction projects.
 - Drafting and reviewing financing documents.
3. **Land Title and Land Survey**
 - Title examination and resolution of title issues.
 - Coordination and review of land surveys.
4. **Property Management**
 - Legal support for property management, including tenant-landlord matters.
 - Handling eviction proceedings in accordance with Utah law.
5. **HUD Section 8 Program**
 - Legal services specific to the HUD Section 8 program.

Note: Due to the infrequency of local firms specializing in the Section 8 Program, this service may be provided by a separate firm in the event a bidding firm does not currently provide services for or on behalf of a PHA.

3. Proposal Requirements

Interested firms are required to submit a proposal that includes the following:

1. **Firm Information**
 - Firm name, address, and contact information.
 - Confirmation of license to practice law in Utah.
 - Office location in Utah County (if applicable).
2. **Experience and Qualifications**
 - Detailed description of the firm's experience and expertise in the areas listed in the Scope of Services.
 - Profiles of attorneys and staff who will be involved in providing services, including their qualifications and experience.
3. **Approach and Methodology**
 - Description of the firm's approach to providing legal services to a public housing authority.
 - Methodology for handling specific legal issues related to Business Law, Real Estate Acquisition, Development, and Property Management.
4. **Cost Proposal**
 - Required retainer amount (if any).
 - Hourly rates for all staff levels who would participate in providing services.
 - Any other costs or fees associated with the services.

5. References

- Contact information for at least three (3) references from clients for whom similar services have been provided.

4. Qualifications

To be considered for this engagement, the attorney or law firm will meet the following minimum qualifications:

1. **Licensure:** Must be licensed to practice law in the State of Utah.
2. **Experience:** Minimum of 10 years experience in each area listed in Section 2 (Scope of Services).
3. **Location:** Preferably have an operating office / facilitates in Utah County.
4. **Expertise:** Demonstrated expertise in areas listed in Scope of Service.

5. Proposal Submission Requirements

Proposals should include the following information:

1. **Cover Letter:** A brief introduction of the attorney or firm, including contact information and a statement of interest.
2. **Experience and Qualifications:** Detailed description of the attorney's or firm's relevant experience and qualifications, including examples of past work in Public Housing, Affordable Housing, and Housing Choice Voucher programs.
3. **Team Composition:** Information about the key personnel who will be involved in providing the services, including their qualifications and experience.
4. **Approach and Methodology:** Description of the proposed approach to providing the requested services, including strategies for handling eviction cases and ensuring compliance with housing regulations.
5. **Fee Structure:** Detailed explanation of the proposed fee structure, including hourly rates for all staff who will render service to HAUC, retainer fees, any other relevant costs.
6. **References:** Contact information for at least three references from clients for whom similar services have been or are currently provided.
7. **Term:** The term of service will be 3 consecutive years which includes the remainder of 2024, 2025, 2026 and thru the 3-year anniversary of 2027.

6. Evaluation Criteria

Proposals will be scored and evaluated based on the following criteria:

1. **Experience and Expertise (25 Points):** Depth of experience and demonstrated expertise in relevant areas of law.
2. **Qualifications of Personnel (15 Points):** Credentials and experience of the attorneys who will be working on HAUC's cases.
3. **Approach and Methodology (15 Points):** Quality and feasibility of the proposed approach to providing legal services.
4. **Fee Structure (25 Points):** Reasonableness and transparency of the proposed fees.

5. **References (20 Points):** Feedback from references regarding the quality and reliability of the attorney's or firm's services.

7. Submission Deadline

Proposals must be submitted no later than **July 22, 2024**, at 5:00 PM MST. Late submissions will not be considered.

8. Submission Instructions

Proposals should be submitted electronically in PDF format to:

Email: jrunia@housinguc.org

Alternatively, hard copies can be mailed to:

Housing Authority of Utah County
Attn: Jeremy Runia
485 N Freedom BLVD
Provo, UT 84601

9. Reservation of Rights

The Housing Authority of Utah County reserves the right to reject any or all proposals, to waive any informality in the RFP process, and to accept the proposal deemed to be in the best interest of HAUC.

The PHA is not responsible for any costs incurred by the firm in preparing or submitting a proposal.

Thank you for your interest in providing a bid package for general legal services to the Housing Authority of Utah County. We look forward to receiving your proposal.

Sincerely,

Jeremy Runia
Executive Director
Housing Authority of Utah County