

REQUEST FOR PROPOSALS
FOR
LEGAL SERVICES

HOUSING AUTHORITY OF THE TOWN OF WINDSOR LOCKS, CONNECTICUT
120 / 124 SOUTHWEST AVENUE
WINDSOR LOCKS, CONNECTICUT 06096

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INVITATION TO SUBMIT PROPOSALS

Legal Services Contract

July 1, 2022 – June 30, 2027

The Housing Authority of the Town of Windsor Locks (hereinafter referred to as the “Authority”, “WLHA”, or the “Housing Authority”) herein requests proposals for legal services including the following:

General Counsel

Special Counsel for Housing Litigation matters and Rent Collection

Proposals are invited from individual lawyers or legal firms (hereinafter referred to as “general counsel”, “special counsel”, “respondent”, or “Offeror”) that will comply with all requirements of applicable statutes, regulations, policies and organizational objectives of the WLHA.

Bidders must have experience in the provision of relevant legal services and be a member of the Connecticut Bar. The General Counsel must have experience involving: housing (development and management), governmental entities and regulations, contracts, permanent and temporary note financing, ex contract and ex delicto actions, litigation, real property laws and codes, human services arbitrations, Connecticut housing law and programs, and Federal housing law and programs.

This Request for Proposals (RFP) contains specific submission requirements, general scope of service requirements, and terms, conditions, and other pertinent information necessary for submitting a proposal. Interested parties may obtain the Request for Proposal package in person beginning April 25, 2022, Monday through Thursday, between the hours of 9:00 AM and 4:00 PM and Friday between 9:00 am – 1:00 pm, at 120 Southwest Avenue, Windsor Locks, CT. 06096; by telephone request using 860-627-1455 ext. 202; or by mail.

Questions and inquiries should be directed in writing to Joseph D’Ascoli, Interim Executive Director no later than May 9, 2022. Proposals must be submitted on or before May 26, 2022, at 4:00 PM. Submittals received after the deadline will not be considered.

All proposal submittals shall be labeled as follows:

[Proposal for Legal Services](#)

Attn.: Joseph D’Ascoli

Housing Authority of the Town of Windsor Locks

120 / 124 Southwest Avenue

Windsor Locks, CT 06096

Proposals may not be withdrawn for a period of ninety (90) days from submission deadline date.

WLHA Mission, Description, Logistics

The Housing Authority of the Town of Windsor Locks:

- Established to provide safe, decent, sanitary, and affordable housing to low income families without discrimination.
- WLHA owns and operates a variation of public housing developments and programs consisting of (1) 127 Federal Section 8 Housing Choice Vouchers; (2) 76 units of Federal Low-Income Public Housing; (3) 40 units of State Low-Income Public Housing.
- Is governed by a 5-member board of commissioners. Four members are appointed by the Board of Directors and a Resident Commissioner is selected pursuant to the procedures found at CGS 8-41.
- Has a staff of 5 full-time employees. Two employees work in the maintenance department. The remaining employees work in the main office. Non-Union
- Process of a RAD Conversion with its Federal Developments

The Authority's fiscal year runs from July 1st through June 30th.

REQUEST FOR PROPOSALS FOR LEGAL SERVICES

The Housing Authority of the Town of Windsor Locks is accepting proposals for legal services required in the administration and management of the Housing Authority.

The WLHA is seeking legal services that fall into two (2) categories. These two categories are:

1. General Counsel
2. Special Counsel for Housing Litigation matters and Rent Collection

A firm or individual attorney may propose for either or both areas of practice. Provided as an attachment to the RFP are descriptions of the activities considered to generally fall under each area of service. The attachments are not definitive but illustrative of the roles and specific activities that may arise for each area of service.

A respondent may bid on either or more areas of practice and may present different departments within a firm or a team of firms or individuals as the service provider for each area. However, the WLHA will select the best, a combination of cost and competency = value based on the evaluation criteria contained in Section XX, practitioner(s) for each area of service and the reserves the right to offer a respondent a contract for each individual area of practice. The WLHA recognizes that firms and teams bring a synergy to the provisions of services but in an era of sequestration and intentional underfunding of the WLHA's core programs, cost containment and value in services has become a paramount concern.

The base term of each contract will be sixty (60) months beginning on or about July 1, 2022, through June 30, 2027, with one-year extension or fraction thereof at the sole discretion of the Authority. Extensions are to be authorized no later than July 1 of the ending contract year. The WLHA reserves the right to rebid any area of service rather than authorize an extension even if fully satisfied with services provided if its needs and/or resources change.

The role of the General Counsel shall include in addition to the activities described in the attachment for the General Counsel legal scope of services, the function of coordinating the range of legal activities being performed for the WLHA by Special Counsels. Special Counsel will fully responsible for the quality of their work and the General Counsel is not expected to review and concur with the recommendations of the Special Counsel in terms of matching legal opinions. The Special Counsel is expected to provide a non-attorney staff person on a part-time basis, who can track ongoing legal activities and deadlines and maintain the Master File for all WLHA's legal activities. The Master Legal File is part of the WLHA's Executive Office's records and while it may be located offsite, its contents are to be available electronically and remain in the ownership of the WLHA.

There may be occasions when specific legal services are needed that are not within the skill set of the General Counsel nor any of the procured Special Counsels. If none of the WLHA's legal team has the in-house capacity to provide specialized services required by the WLHA, the WLHA may request that the General Counsel retain other counsel who can provide the required skills.

Such retention must have the prior written approval of the WLHA. Any billing/payment for such additional counsel will be at the same hourly rate listed within the contract (meaning, the successful proposer may not add on an additional amount to the contracted hourly fee for retaining and overseeing such additional counsel).

The WLHA reserves the right to, at any time during the ensuing contract period, and without penalty to any counsel retained as a result of this RFP, conduct additional competitive solicitations to retain additional legal counsel when, in the opinion of the WLHA, it is in the best interests of the WLHA to do so. Accordingly, any counsel retained as a result of this RFP shall have the right to also respond to any such additional solicitation process, if conducted.

All Counsels shall at all times guarantee access by the Authority, HUD, or any of their duly authorized representatives to any books, documents, papers, and records of the Respondent that are directly pertinent to the specific contract, for the purpose of audit, examination, excerpts and transcriptions.

All Counsels selected through this RFP process shall be required to retain all pertinent records for a period of not less than three (3) years after final payment has been made and all pending matters closed.

Services are to comply with HUD Litigation Handbook 1530.1 Rev-5, May 18, 2004.

This is a solicitation for competitive proposals in accordance with CFR (85.36 (d) (3)) allowing for technical quantity or other factors (in addition to price) for securing services. Award will be made to the Respondents whose proposals are most advantageous to the Windsor Locks Housing Authority with price and other factors considered.

In submitting a response to this Request for Proposals, the Respondent acknowledges that the WLHA shall not compensate the Respondent for any submission or contract negotiation costs, including costs for preparation, appearances or interviews, and/or travel expenses. It is essential that the respondent selected as Legal Counsel have the necessary knowledge, skills, and experience to implement all aspects of the work. All work is to be performed with the highest degree of professional standards, in compliance with HUD and DOH regulations, WLHA policies and procedures, criteria and requirements, and local and state laws.

SUBMISSION PROCESS AND REQUIREMENTS

SUBMISSION DEADLINE

Proposals must be received by the Housing Authority on or before May 26, 2022, at 4:00 PM. Late submissions, emailed, and faxed proposals will not be considered.

PLACE OF SUBMISSION

One (1) original bound copy, two (3) additional bound copies of the complete proposal package must be submitted in an envelope sealed and labeled “Proposal for Legal Services” to:

Proposal for Legal Services

Attn.: Joseph D’Ascoli

Housing Authority of the Town of Windsor Locks

120 /124 Southwest Avenue

Windsor Locks, CT 06096

Email: josephd@manchesterha.org.

DEADLINE FOR WRITTEN QUESTIONS

Respondents may submit questions in writing to:

Joseph D’Ascoli

Housing Authority of the Town of Windsor Locks

120 Southwest Avenue

Windsor Locks, CT 06096

Written questions must be received by the WLHA at the address no later than 4:00 PM, May 9, 2022.

In order to maintain a fair and impartial competitive process, the WLHA will answer inquiries only in response to written questions received within the specific time frame. The WLHA must avoid private communication with prospective respondents during the evaluation period. Written questions will be the only opportunity for respondents to inquire as to form and content. Please respect this policy and do not attempt to query WLHA personnel or members of its Board of Commissioners regarding this RFP. The only queries that will be acknowledged are those written questions submitted in the manner and within the time frame indicated above.

TIME OF PERFORMANCE

The services of each Contract shall commence upon its execution and may be terminated by either party following a thirty- (30) day written notice or the lapse of the contract.

QUALIFICATIONS

Bidders must have membership in the Bar of the State of Connecticut and have appropriate experience in the provision of legal services on which they are bidding.

NON-DISCRIMINATION

The Respondent must not discriminate against any employee or applicant for employment because of race, color, religion, sex, age, or national origin. The Respondent shall take affirmative action to ensure that applicants are employed, and employees are treated during employment, without regard to race, color, religion, sex, age, or national origin. Such action shall include, but not be limited to, the following: employment, upgrading, demotion or transfer, recruitment, or recruitment advertising, layoff or termination, rates of pay or other means of compensation, and selection for training, including apprenticeship.

CONFLICTS OF INTEREST

The respondent will be required to certify that to the best of his/her knowledge and belief and, except as otherwise disclosed, s/he does not have any organizational conflict of interest. Conflict of interest is defined as a situation in which the nature of work under this contract and the respondent's organizational, financial, contractual, or other interests are such that:

1. Award of the contract may result in an unfair competitive advantage; or
2. The respondent's objectivity in performing the contracted work may be impaired. In the event the respondent has an organizational conflict of interest as defined herein, the respondent shall disclose such conflict of interest fully in the proposal submission.
3. The respondent agrees that, if after the award, s/he discovers an organizational conflict of interest with respect to this contract; s/he shall make an immediate and full disclosure in writing to the WLHA's Executive Director. The disclosure shall include a description of the action that the respondent has taken or intends to take to eliminate or neutralize the conflict. The WLHA may, however, terminate the contract if it is in the WLHA's best interest and no other acceptable solution is possible.
4. In the event the respondent was aware of an organizational conflict of interest before the award of the contract and intentionally failed to disclose the conflict to the Executive Director, the WLHA may terminate the contract.
5. No member or delegate to the U.S. Congress or the WLHA Board of Commissioners shall be allowed to share in any part of this contract or to derive any benefit to arise there from. This provision shall be construed to extend to this contract if made with a corporation for its general benefit.
6. No member, officer, or employee of the WLHA, no member of the Board of Directors for the Town of Windsor Locks, and no other public official of such locality or localities who exercises any function or responsibilities with respect to the project shall, during his/her tenure, or for one (1) year thereafter, have any interest, direct or indirect, in this contract or the proceeds thereof.
7. The WLHA reserves sole and total discretion in determining the proper treatment of any conflict of interest disclosed under this provision.

NON-ASSIGNMENT

The Respondent shall not assign or transfer any interest in this Contract except that claims for monies due or to become due from the WLHA under the Contract may be assigned to a bank, trust company, or other financial institution. If the Respondent is a partnership, this Contract shall inure to the benefit of the surviving or remaining member(s) of such partnership.

PROPOSAL SUBMISSION and DEADLINE

Proposals must be received no later than 4:00 PM Thursday May 26, 2022, at the Housing Authority of the Town of Windsor Locks, 120 Southwest Avenue, Windsor Locks, CT. 06096.

Proposals must be submitted in a sealed envelope or box marked “Legal Services Proposal”. Submittals received after the deadline will not be considered.

No proposal shall be withdrawn for a period of ninety (90) days subsequent to opening without the consent of the WLHA.

Proposals shall include the following:

1. Timetable

- **Introductory works** - Please indicate when you would be able to start the engagement and begin to familiarize yourself with the WLHA. State estimated hours required.
- **Transition/Start-up** – Describe the transition process and the time necessary to complete

2. Background, Experience and Approach

- An executive summary of the proposal, including a statement of the firm’s understanding of the services provided
- A brief narrative describing the firm or individual’s location; legal background and history, including years of legal experience, number of partners, associates, staff; work experience associated with private or public low-income housing; legal experience related the Scope of Service and the rating factors; and the firm or individual’s ability to provide legal services to the WLHA.
- A list of at least three (3) current clients for whom services of a similar nature have been performed. For each client, please include a brief description of its organization and complexity and provide a point of contact and telephone number.
- Certified statement that the firm or individual is in good standing
- A non-collusive affidavit
- Documented evidence that the firm or individual is licensed to practice and is registered in Connecticut.

- Proposed hourly fee and service fees for work to be performed. For Special Counsel, if the proposal includes a fee which is other hourly, please detail how the fee will be calculated for all types of Housing Matters and Rent Collection Matters that are anticipated.

3. Staff Capability

- Provide information clearly demonstrating your capability to perform legal and other services as stated in the Scope of Services for each area of service for which the Respondent is seeking selection. This information should include resumes of the team of partners, managers, and associates who would be assigned to the WLHA and any other information relevant to your qualifications to perform these services for the WLHA.
- Steps taken at your firm to ensure continuity in the assignment of key staff from year-to-year.
- Commitments you will make regarding the team's accessibility to the WLHA.
- A description of your firm's approach to providing legal services to the WLHA.
- For those Respondents who are seeking selection as the General Counsel, and explanation as to how your firm will staff and perform the coordination and administrative functions described on Page 4 and in the General Counsel Scope of Services.

4. Hours and Professional Fees

- Your description of fees should include whatever schedules are necessary to adequately support and/or explain the proposed pricing. The basis for the fees should be stated (i.e., number of staff, level of staff, hourly rates, etc.). Please include a description of expected billing arrangements.

5. Summation

- Please conclude with a statement about how your firm differs from other firms offering similar services. Address how the WLHA will benefit from the services provided by your firm.

EVALUATION PROCESS AND SELECTION CRITERIA

Proposals will be evaluated by an WLHA selection committee. The committee will present its recommendation to the WLHA Board of Commissioners who will make the final selection.

Proposals will be evaluated using the Evaluation Criteria outlined below. After the initial scoring of proposals, those deemed by the selection committee to be within the competitive range will become the finalists and may be asked to appear for an interview to clarify issues and, if necessary, following the interview, to submit their best and final offers.

Proposals for each area of service will be compared to others in the same category when it comes to specific area of service proposed. A Respondent must receive at 50 points under the General Category to be evaluated under the Specific Category.

EVALUATION CRITERIA

MAXIMUM RATING (POINTS)

GENERAL (Applied to all Respondents)

Experience with affordable housing programs and work environment	15
Working knowledge of HUD and CT public and low-income housing rules, regulations, and policies	15
Staff qualifications and experience	20
Past performance	15
Financial (reasonableness of fees)	10

SPECIFIC (Applied to Respondents for each area of service proposed)

Proven knowledge of the specific area of service proposed	25
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TOTAL 100 points

The Authority reserves the right to make an award without further discussion of the proposals submitted or to not conduct an interview process. Therefore, the proposals should be clear and complete regarding the above criteria.

COSTS INCURRED IN PREPARING AND SUBMITTING PROPOSALS

The respondent shall be solely responsible for all costs incurred in preparing and submitting a response to this RFP. All material and documents submitted by the respondent will become the property of the WLHA and will not be returned. Legal firms selected for further negotiations, as well as the firm ultimately selected to enter into a contractual agreement with the WLHA, will be solely responsible for all costs incurred during negotiations.

CONTRACT/AWARD

The contract for legal services as requested in this RFP will be subject to the approval of the WLHA's Board of Commissioners.

The RFP will result in a fixed fee contract, the terms of which will be negotiated between the WLHA and the selected respondent. The contract shall commence on the date specified therein and shall terminate upon completion of all services required pursuant to the contract unless terminated as provided therein. The base term of the contract shall not exceed three (3) years with up to three one-year extensions or fraction thereof at the sole discretion of the Authority.

LIMITATION

This Request for Proposals does not commit the WLHA to award a contract or to pay any cost incurred in the preparation and submittal of a proposal to this request. The Authority reserves the right to accept or reject any or all proposals, to negotiate with all qualified sources, or to cancel in part or in its entirety, the Request for Proposals, and to waive any informality regarding the proposals received whenever such acceptance, rejection, negotiation, cancellation, or waiver is in the best interest of the WLHA.

ADDENDA

Any Addenda issued to provide additional information, responses to questions or other changes in the RFP, must be included with the submission as a signed copy acknowledging the addenda. Any response will be assumed to have been prepared with full knowledge of the content of any addenda issued by the WLHA.

GENERAL INFORMATION

The Housing Authority of the Town of Windsor Locks owns and manages the following public housing developments:

Development	Type	Number of Units
Grove Street Apartments	Federal Elderly/Disabled	60
Chestnut Hill Apartments	Federal Family	16
Southwest Apartments	State Elderly/Disabled	40
	TOTAL	116

PROFILE OF FIRM FORM

(1) Prime ____ Sub-contractor ____ (This form must be completed by and for each).

(2) Name of Firm: _____ Telephone: _____ Fax: _____

(3) Street Address, City, State, Zip: _____

(4) Please attached a brief biography/resume of the company, including the following information:

(a) Year Firm Established; (b) Year Firm established in [JURISDICTION]; (c) Former Name and Year Established (if applicable); (d) Name of Parent Company and Date Acquired (if applicable).

(5) Identify Principals/Partners in Firm (submit a professional resume for each):

NAME	TITLE	% OF OWNERSHIP

(6) Identify the individual(s) that will act as project manager and any other supervisory personnel that will work on project. (Do not duplicate any resumes required above):

NAME	TITLE

(7) Proposer Diversity Statement: You must check all the following that apply to the ownership of this firm and enter where provided the correct percentage (%) of ownership of each:

- | | | | |
|------------------------------------|--------------------------------------|-------------------------------------|-------------------------------------|
| <input type="checkbox"/> Caucasian | <input type="checkbox"/> Public-Held | <input type="checkbox"/> Government | <input type="checkbox"/> Non-Profit |
| American (Male) | Corporation | Agency | Organization |
| _____ % | _____ % | _____ % | _____ % |

Resident – (RBE), Minority-(MBE), or Women –Owned (WBE) Business Enterprise (Qualifies by virtue of 51% or more ownership and active management by one or more of the following:

Resident-Owned* _____% African American _____% **Native American _____% Hispanic American _____% Asian/Pacific American _____% Hasidic Jew _____% Asian/Indian American _____%

Woman-Owned (MBE) _____% Woman-Owned (Caucasian) _____% Disabled Veteran _____% Other (Specify): _____%

WMBE Certification Number: _____

Certified by (Agency): _____
(NOTE: A CERTIFICATION/NUMBER NOT REQUIRED TO PROPOSE – ENTER IF AVAILABLE)

(8) Federal Tax No.: _____

(9) [APPROPRIATE JURISDICTION] Business License No.: _____

(10) State of _____ License Type and No.: _____

(11) Worker’s Compensation Insurance Carrier: _____

Policy No.: _____ Expiration Date: _____

(12) General Liability Insurance Carrier: _____

Policy No. _____ Expiration Date: _____

(13) Professional Liability Insurance Carrier: _____

Policy No. _____ Expiration Date: _____

(14) Debarred Statement: Has this firm, or any principal(s) ever been debarred from providing any services by the Federal Government, any state government, the State of _____, or any local government agency within or without the State of _____? Yes No
If "Yes," please attach a full detailed explanation, including dates, circumstances and current status.

(15) Disclosure Statement: Does this firm or any principals thereof have any current, past personal or professional relationship with any Commissioner or Officer of the HA? Yes No
If "Yes," please attach a full detailed explanation, including dates, circumstances and current status.

(16) Non-Collusive Affidavit: The undersigned party submitting this proposal hereby certifies that such proposal is genuine and not collusive and that said proposer entity has not colluded, conspired, connived or agreed, directly or indirectly, with any proposer or person, to put in a sham proposal or to refrain from proposing, and has not in any manner, directly or indirectly sought by agreement or collusion, or communication or conference, with any person, to fix the proposal price of affiant or of any other proposer, to fix overhead, profit or cost element of said proposal price, or that of any other proposer or to secure any advantage against the HA or any person interested in the proposed contract; and that all statements in said proposal are true.

(17) Verification Statement: The undersigned proposer hereby states that by completing and submitting this form he/she is verifying that all information provided herein is, to the best of his/her knowledge, true and accurate, and agrees that if the HA discovers that any information entered herein is false, that shall entitle the HA to not consider nor make award or to cancel any award with the undersigned party.

Signature

Company

Printed Name

Date

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EXHIBITS

FORM OF NON-COLLUSIVE AFFIDAVIT

State of _____

County of _____

(Name) _____, being first duly sworn, deposes and says:

That s/he is _____
(a partner or officer in the firm of, etc.)

the party making the foregoing proposal or bid, that such proposal or bid is genuine and not collusive or sham; that said bidder has not colluded, conspired, connived, or agreed, directly or indirectly, with any bidder or person, to put in a sham bid or to refrain from bidding, and has not in any manner, directly or indirectly, sought by agreement or collusion, or communication or conference, with any person, to fix the bid price or affidavit or any other bidder, or to fix any overhead, profit or cost element of said bid price, or that of any other bidder, or to secure any advantage against the Housing Authority of the Town of Windsor Locks or any person interested in the proposed contract; and that all statements in said proposal or bid are true.

Signature of:

Bidder, if the bidder is an individual

Partner, if the bidder is a partnership

Officer, if the bidder is a corporation

Subscribed and sworn to before me

This _____ day of _____, 20_____,

Notary Public

My commission expires on _____, 20_____.