

**Request for Proposals**  
**For**  
**Legal Services for the Housing Authority of Florence**

1. **Advertisement**

The Housing Authority of Florence (HAF) hereby requests proposals from qualified law firms and attorneys to provide legal services under a firm fixed price contract for a **four (4) year time period with a one (1) year option**. HAF, created by the SC State Legislature and a “public housing agency” as defined in the United States Housing Act of 1937, was organized in 1968 with the mission of providing quality, safe and affordable housing to the residents of Florence County.

2. **Proposal Submission Time and Place**

One (1) Signed original and one (1) unbound copy of the proposal must be submitted to HAF at the following address **by 3:00 p.m., October 6, 2022**. Proposals received after that time will not be accepted.

**Housing Authority of Florence**  
**Attn: Mrs. Clamentine V. Elmore, Executive Director**  
**P. O. Drawer 969**  
**Florence, SC 29503**

3. **Contact Person**

For additional information, please **contact Justin Hanna, Director of Human Resources, HAF at 843-669-4163 ext 3100 or [jhanna@hafsc.org](mailto:jhanna@hafsc.org)**

Formal communications such as requests for clarification and/or information concerning this solicitation shall be submitted in writing/via email by no later than the close of business September 26, 2022 and directed to the above contact person. All Questions answers will be returned by no later than the close of business October 3, 2022.

4. **Detailed Proposal**

Interested legal firms and attorneys must submit a detailed proposal which includes (at a minimum):

- **Qualifications**
  - Legal Experience
  - Experience with Public Housing Agencies
  - Experience with local, state and federal agencies
  - Knowledge of HUD Regulations

- References (preferably Public Housing Agencies). Provide a contact person, address and telephone number for each reference.
- Resumes of persons who will actually perform the work
  - Experience
  - Education
  - Registrations and certifications
- Any additional information that will assist HAF in evaluating the firm's capability to perform the requested services.
- Form of Contract normally used by the firm for this type of service. The contract may be used by HAF as an information source in establishing the final form of contract.
- Fee Schedule
  - Provide rates by classification. Include such classifications as:
    - Principals
    - Associates
    - Paralegal
    - Clerk

If necessary, provide a separate fee schedule by classification for services related to affordable housing development which may include utilization of tax credits.

List any other costs that may apply other than hourly rates.

##### 5. Forms and Attachment

Submit the following forms 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.

- Evidence that the attorneys are currently registered and licensed to provide services in South Carolina
- Certified statement that the attorneys are not debarred, suspended or otherwise prohibited from professional practice by any federal, state or local agency. (Debarred attorneys and firms will not be considered.)
- Form of Non-Collusion Affidavit

##### 6. Scope of Services

HAF is seeking qualified law firm(s) or attorney(s) to provide a broad range of legal services including but not limited to:

- HAF policies and procedures
- Board actions

- Personnel actions
- Agreements between HAF and other parties
- HUD statutory requirements such as:
  - Handicap accessibility
  - Utility allowances
  - Public Housing Issues certifications
  - Housing Choice Vouchers
- Procurement
- Attend board meetings as requested
- Development and legal maintenance of not-for-profit organization
- Resident drug activities
- Strategic planning
- Development of finance bonds
- Affordable housing development, including tax credit development

The Housing Authority of Florence may select one (1) or more law firms or attorneys to provide the services.

#### 7. Evaluation Factors

- Evidence of the firm's ability to provide the services as indicated by profiles of the principals' and staff's professional and technical competence, experience and facilities.
- Experience providing legal services to Public Housing Agencies
- Experience providing legal services to Public Housing Agencies specifically in developing affordable housing.
- Capability to provide professional service in a timely manner.
- Past performance in terms of cost control, quality of services and successful track record.
- Fee schedule
- Knowledge of local, state, federal and HUD rules, regulations and laws.
- Minority or women business enterprise.

#### 8. Insurance

- All prospective firms and attorneys will be required to have a Certificate of Professional Liability Insurance or show the ability to obtain the applicable coverage limits if awarded a contract.

#### 9. Interviews

- HAF may utilize the interview process to make the final selection(s).

#### 10. Term of the Service

The contract will be for (4) years, beginning on or about **October 31, 2022** with one single-year option to extend the contract. The option year shall be exercised contingent upon satisfactory performance. After the initial four year base period, the engagement shall be renewed based on the fee schedule(s) in the original proposal.