

JACKSON COUNTY HOUSING AUTHORITY

Request for Proposals for: Eviction-Related Services

Proposals Due

**All proposals must be received no later than
2:00pm, Thursday, July 15, 2021**

Jackson County Housing Authority
300 N 7th Street, Murphysboro, IL 62966
www.jacksoncountyhousingauthority.org
618-684-3183 extension 109

1.1 Introduction

Jackson County Housing Authority, (JCHA) invites experienced attorneys to submit a proposal in accordance with the scope of work outlined by JCHA. JCHA 's public housing portfolio consists of 774 public housing units. There are three (3) Property Managers that manage JCHA's properties, and the selected contractor will be frequently interacting with Property Managers. The contractor will report to the Director of Housing Management.

Deadline for submittal is 2:00pm, Thursday, July 15, 2021.

1. One original copy mailed or delivered to the agency is required.
Jackson County Housing Authority
ATTN: Eviction Related Legal Services Proposal
300 N 7th Street
Murphysboro, IL 62966

1.2 Scope of Services

The Respondent must institute and bring to successful conclusion in Court of Original Jurisdiction all actions for recovery of possession of dwelling units, and any other nonpayment violations as requested by the Authority including the eviction processes. The summary process shall also include but not be limited to the following activities:

1. The 5-day Pretermination/Notice to Quits are drafted by JCHA 's staff, the Respondent will be charged with reviewing said Notices and Tenant's files. Respondent must draft Writs, Summons and Complaints for all JCHA 's nonpayment lease violation cases. The Respondent shall represent JCHA in all Formal Grievance Hearings. The Respondent shall file all court documents in court. Appear in court and take necessary action to bring all JCHA's nonpayment lease violation cases to a successful conclusion which includes but is not limited to affidavit of noncompliance, appearing in court, filing motions and executing stipulation or JCHA repayment agreements with residents. Respondent must provide JCHA report(s) for all cases and submit all cases for review and court filing fees. JCHA will pay all filing fees and Sheriff/Marshall Services for all matters. Respondent must coordinate all evictions and delivery of notices with the Sheriff/Marshall. Coordinate service of all cases with the Sheriff/Marshall.
2. Respondent shall attend two (2) meetings per month, of approximately one (1) hour, shall account for the recordkeeping and management by providing weekly spreadsheets, agendas and/or JCHA designated method of reporting to JCHA 's the status of each nonpayment lease violation cases. Review with JCHA 's Staff, Property Managers and all nonpayment lease violation cases involved in the summary process system, generate and respond to numerous emails regarding cases.
3. Respondent must update all cases on JCHA designated software. Provide legal opinions and/or research on various applicable federal, states, case law and local laws and regulations including but not limited to HUD regulations.

4. In conjunction with JCHA 's staff performs an annual review JCHA 's policies, procedures and practices to ensure compliance with all applicable federal, state and local laws and regulations including but not limited to HUD regulations. Respondent must annually revise and/or update the JCHA 's lease.
5. The handling of appeals and other extraordinary matters approved by JCHA shall be billed at the stated hourly rate.
6. The contract term will be a one (1) year term with three (4) one (1) year option to renew at the discretion of JCHA.

1.3 Qualifications

It is important that the Respondent possess the necessary skills and qualifications to successfully represent JCHA in its legal matters. JCHA has established the following qualifications:

1. Respondent must be licensed and admitted to the Bar in the State of Illinois member in good standing and Federal Court, with a minimum of five (5) years of experience with Public Housing Authorities, Affiliates of Public Housing Authorities, have the technical and staff capacity to provide legal services to JCHA in a timely manner and can practice in federal court and have at least one support staff.
2. Respondent must be knowledgeable of statutes, rules and regulations governing state and federal conventional low income/public housing and leased housing programs including but not limited to applicable HUD regulations.
3. Respondent and/or all attorneys being offered from a particular team/firm must have a minimum of five (5) years' experience representing Housing Authorities, practicing housing law and criminal law in Illinois with at least five (5) years of litigation experience.
4. Respondent must demonstrate an approach to work that displays timely case preparation, record keeping reports and selection and management of subcontractors.
5. Respondent must have demonstrated experience in appeals and litigation.
6. Respondent must maintain professional liability insurance in the amount of \$1,000,000 for the duration of its contract with JCHA, and JCHA must be named as coinsured.
7. Respondent must be willing to enter a ceiling price contract with JCHA.
8. Respondent must provide a certified statement that the Respondent, staff, or subcontractor is or has not been debarred, suspended or otherwise prohibited from doing business with any federal, state or local agency.

1.4 Cost Proposal

The Respondent must in Cost Proposal as part the Request for Proposal (RFP). The fee proposal should be **submitted in a separate envelope clearly marked – PRICE PROPOSAL.**

Pricing must include:

1. Fixed monthly fee including all work associated with nonpayment lease violation cases including JCHA's review of Pretermination/ Notice to Quits, repayment agreements, negotiated stipulated judgments and trials. Subpoena of witnesses, witness preparation, case development, including emails, correspondences and all other related activity to prepare cases shall be included in the legal fees.
Yearly average for Nonpayment cases:
 - a. Case Preparation including review of Tenant's file and Pretermination/Notice to Quit: 150
 - b. Writ, Summons and Complaints Drafted: 50
 - c. Repayment Agreements, Stipulation Agreements, or Affidavit of Noncompliance, including all work to completion of case and other tenant notices: 75
 - d. Informal and Formal Grievance Hearing: 5
2. Price must include approximately 54 hours per year for meetings with JCHA Staff (3 meetings per month approximately 1.5 hours per meeting).
3. Travel Expenses Reimbursement flat rate not to exceed \$2,000.00 per year.
4. Hourly rate for 2 appeals or extraordinary services of 20 total hours as pre-approved by JCHA: 2 Appeals or 20 hours extraordinary services

Price should include any Court Fees and/or Sherriff/Marshall Services.

1.6 Forms & Attachments

Submit the following Forms and HUD Certifications, 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.

1. Form HUD-2992: Certification Regarding Debarment and Suspension
2. Form HUD-5369-B: Instructions to Offerors Non- Construction
3. Form HUD-5369-C: Certification and Representations of Offerors, Non-Construction Contract
4. Form of Non-Collusive Affidavit
5. Certificate of Section 3 Compliance and Section 3 Clause

1.7 Evaluation Criteria

Evaluation of the responses to this Request for Proposal (RFP) will be evaluated using a two-step process. Step 1 may be used to determine which Respondent's proposals are acceptable or potentially within the acceptable range. During Step 1, a committee will be appointed to evaluate technical proposals in accordance with the evaluation criteria stated in the RFP. The technical evaluation panel or committee performs the review of all technical proposals using the RFP's evaluation criteria.

The evaluation criteria to which each Respondent 's submitted proposal will be reviewed, ranked, and scored is as follows. Each proposal has a maximum total possible score of 100 points.

1. Firm's Experience in performing the specified work as demonstrated through direct relevant experience. (Maximum of 25 Points)
2. Firm's approach to work that displays management of timely case preparation, monitoring of cases, record keeping and reporting. (Maximum of 20 Points)
3. Firm's organizational structure for the supervision of attorney (s) staff and/or subcontractors for the management and demands of the cases load including communication to JCHA staff (Maximum of 20 points)
4. Recommendations and references. At least three (3) references for each individual team members should be provided for similar work (Maximum 15 Points)
5. MBE/WBE/Section 3 Participation. (Maximum 10 Points)
6. Competitiveness of proposed cost. (Maximum 10 Points)

Step 2 of the process will consist of interviewing all Respondents in the competitive range which is a score of 70 and above. After interviews are completed, the Contracting Officer shall establish a common date and time for submission of best and final offer of the highest scored Respondent. Best and final offers shall be submitted only once, unless the Contracting Officer makes a written determination that it is in the JCHA's best interest to conduct additional negotiations or change the requirements and request another submission of best and final offers. Otherwise, no discussion of, or changes in, the best and final offers shall be allowed before award. Respondent s shall also be informed that if they do not submit a notice of withdrawal or best and final offer, their immediate previous offer shall be construed as their best and final offer.

For the purpose of conducting negotiations, proposals will be initially classified as acceptable, potentially acceptable, or unacceptable. The competitive range decision will consider the evaluation of both technical and cost/price proposals. Proposals determined by the Contracting Officer to be acceptable or potentially acceptable and that have a reasonable chance of award shall be included in the competitive range.