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# Harrietstown Housing Authority

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Request for Proposals – Legal Services

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October 2, 2023

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**TABLE OF CONTENTS**

Legal Notice..... 1  
Background Information ..... 2  
Scope of Work..... 3  
Qualifications of Selected Attorney ..... 4  
Submission Requirements ..... 4  
Evaluation ..... 5  
Term of Contract..... 5

Harrietstown Housing Authority  
14 Kiwassa Road, Suite 1  
Saranac Lake, NY 12983  
Telephone: 518-891-3050 / Fax: 518-891-3630

**LEGAL NOTICE**

REQUEST FOR PROPOSALS  
LEGAL SERVICES

The Harrietstown Housing Authority is soliciting proposals for Legal Services for the calendar years 2024 and 2025.

Proposals must be in strict accordance with the specifications cited in the Request for Proposals, copies of which are available at the Harrietstown Housing Authority, 14 Kiwassa Road, Suite 1, Saranac Lake, NY 12983 and at [www.harrietstownha.org](http://www.harrietstownha.org).

Proposals are due via email, USPS, or other delivery service no later than 3pm, Tuesday, November 7, 2023, in the Housing Authority Office. 14 Kiwassa Rd., Suite 1, Saranac Lake, NY 12983 or [sclarkin@harrietstownha.org](mailto:sclarkin@harrietstownha.org).

Section 3 business concerns, minority- and/or women-owned businesses are encouraged to submit proposals.

Solicitation Number #231002-001

Sarah A. Clarkin, PHM  
Executive Director  
Harrietstown Housing Authority

## **1. BACKGROUND INFORMATION**

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### **1.1 The Construct.**

The Harriestown Housing Authority (HHA) was duly organized in 1967. Its mission is to provide public housing and tenant-based assistance program residents with clean, safe and affordable housing in a non-discriminatory manner. Individuals, families, near elderly and elderly who qualify for low income housing assistance are provided opportunities to achieve self-sufficiency and improve the quality of their lives. HHA creates and maintains partnerships with its residents and appropriate community agencies in order to accomplish this mission.

The HHA's programs are administered at the local level in accordance with state and federal laws. The U.S. Department of Housing and Urban Development (HUD) is authorized to enter into contracts with the HHA for grants and loans to assist the HHA in financing the development and modernization of housing units, and to pay operating subsidies and housing assistance payments to help maintain the operation of its affordable housing programs.

The HHA is a public corporation and corporate governmental agency organized pursuant to Public Housing Law to accomplish any or all of the purposes specified in Article 18 of the Constitution of the State of New York. As such, the HHA is a non-profit organization and, by its statutory formation and definition, is exempt from both federal and state taxation as a government instrumentality under Section 501(c)(1) of the Internal Revenue Code.

### **1.2 Affordable Housing Programs.**

#### **4.2.1 Public Housing.**

Public housing is in place to provide decent, safe, and sanitary housing and related facilities for eligible low-income individuals and families including the elderly and disabled. HUD obligates an annual operating subsidy and awards an annual capital fund grant intended to maintain and improve the administration, management and operation of the public housing.

The HHA has 113 units of public housing (across two projects). There are no new developments under construction. The HHA has no plans to reposition in the near future. There are no urban renewal or community development programs.

#### **4.2.2 Housing Choice Voucher (Section 8).**

The Section 8 program is a tenant-based housing assistance program that enables voucher holders to find eligible private housing. Once eligible housing is located and approved, the HHA enters into a contract with the landlord to pay a portion of the voucher holder's rent. HUD obligates Housing Assistance Payments and associated Administrative Fees annually.

The HHA administers 135 vouchers.

## **2. SCOPE OF WORK**

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HHA seeks the services of a qualified attorney on an as-needed basis in the following areas of expertise.

### **2.1 Areas of Expertise.**

Services may, but not necessarily, include:

#### **2.1.1 Tenant – Landlord Law.**

Counsel may assist HHA with lease terminations, evictions, representing the HHA at court-based proceedings.

#### **2.1.2 Civil Service and Labor Law.**

HHA employees are part of Civil Service. Counsel must have experience and knowledge of Franklin County, New York State, and federal laws and regulations as they pertain to employees and their rights.

#### **2.1.3 Procurement/Contract Administration.**

Counsel must be familiar with procurement and contract administration. The HHA may require legal counsel during review of bids and/or bid documents, negotiation, construction and/or administration of contracts.

#### **2.1.4 Civil Rights/Constitutional Law.**

Counsel must have knowledge and capacity to litigate and advise the HHA in this area of the law.

#### **2.1.5 General Civil Litigation.**

Counsel must have experience in the defense of tort/civil litigation claims and must be able to respond promptly and comprehensively to complaints filed subject to insurance coverage limitations.

#### **2.1.6 Public Sector Law/Federal Housing Law.**

Counsel must have expertise concerning HHA's general obligations to HUD.

### **2.2 Appearances.**

Upon request, Counsel's appearance may be required at:

- Court Proceedings.
- Formal and informal meetings with Board of Commissioners and/or staff.

### 3. QUALIFICATIONS OF SELECTED ATTORNEY

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The HHA Attorney shall be equipped to handle the HHA's legal needs in an experienced, comprehensive, and timely manner. The Attorney shall be available to attend and participate in Board of Commissioners meetings as requested and converse/meet with staff as needed. In the event the Attorney is unable to meet obligations during the contract term, a colleague/associated is desired.

### 4. SUBMISSION REQUIREMENTS

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#### 4.1 Submission Deadline.

Proposals must be submitted via email, USPS, or other delivery service as set forth in Section 4.2 of this Request for Proposals, and received by the HHA no later than 3pm, Tuesday, November 7, 2023. The email and mailing/physical address are:

[sclarkin@harriestownha.org](mailto:sclarkin@harriestownha.org)

Harriestown Housing Authority  
14 Kiwassa Road, Suite 1  
Saranac Lake, NY 12983

Attn: Sarah A. Clarkin, Executive Director

Any proposal received at this address after the exact time specified for receipt will not be considered unless it is the only proposal received. The HHA has the right to reject any and all proposals.

#### 4.2 Proposal Contents.

Respondent should provide the following:

- Business name
- Address of principal place of business
- Curriculum vitae of attorney proposing to represent the HHA
- Three (3) references from clients with similar types of needs, e.g., governmental, non-profit or housing authority entities. Information shall include the client's name, contact person, address, telephone number, and the length and nature of the professional relationship with that entity.
- Hourly rate(s) to be billed to the HHA for the term of the contract.
- In the event the Respondent is unable to fulfill his/her requirements for whatever reason, provide the name and curriculum vitae of the Attorney who will fill in.

## 5. EVALUATION

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All qualified individuals submitting a proposal will be ranked by one member of the Board of Commissioners, the Executive Director, and the Housing Assistant. Oral interviews may be conducted. Based on the content of the written proposal and/or oral discussion, points shall be assigned as follows:

<b>Areas of Evaluation</b>	<b>Points</b>
1. Experience with HUD, CFR, Civil Service, NYS Municipal Law, NYS Public Housing Law	20
2. Comparable experience	15
3. References	10
4. Availability for court appearances	15
5. Availability to consult with HHA Commissioners and Staff	10
6. Availability to attend monthly board meetings upon request	5
7. Availability of someone in case of absence	10
8. Hourly rate	15

## 6. TERM OF CONTRACT

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The term of the contract shall be two years, beginning at 12:00am, January 1, 2024 and extending through 12:00am, January 1, 2026.