LEGAL SERVICES – RFP – White Plains Housing Authority

The White Plains Housing Authority is seeking proposals for Legal Services to be performed in connection with the management and operation of its 360 units of public housing which are operated under the auspices of the United States Department of Housing and Urban Development. The contract period for legal services is one year beginning April 1, 2019.

Interested firms or individuals are invited to submit their proposals including price and rate quotations to the attention of the Executive Director. Firms shall be ranked based on knowledge of public housing law, experience with resident/landlord matters, previous participation and experience with public work contracts.

If you are interested, please submit your proposal to the White Plains Housing Authority no later than Friday, February 15, 2019 at 3:00 P.M.

**Please submit a separate proposal to conduct Legal services for the White Plains Housing Authority’s Section 8 Program.**

The legal services to be provided to the White Plains Housing Authority shall include, but are not limited to the following:

1. Attend Board of Commissioners meetings of the Authority and supervise the drafting of resolutions.
2. Give final approval to the official minutes of the Board of Commissioners’ meetings.
3. Give general advice and assistance to housing authority members and employees on Authority related legal matters when requested.
4. Approve the legality of contracts and all payments therein.
5. Handle all legal questions and matters arising under contracts of the Authority and render legal opinions on all matters submitted by the Authority.
6. Review and approve all documents pertaining to temporary and permanent financing relating to housing authority projects.
7. Give legal advice on ex contractual and ex delictio.
8. Appear for and represent the Authority in court in all routine litigation. A case shall be considered “routine” if it does not require substantial litigation.
9. Institute and pursue in court of original jurisdiction all routine actions for the recovery of possessions of dwelling units or for the collection of rent.
10. Attend committee meetings when requested.
11. Render advice and assistance to the Authority in the preparation of all legal documents, papers, contracts, specifications, bonds, waivers and other legal drafting as may be required from time to time.
12. Give notice to and consult with the Authority’s Insurance Carriers in all cases of injury to person or property involving the Authority.