



HOUSING AUTHORITY CITY OF LUMBERTON

Request for Proposals: Legal Services

The Housing Authority of the City of Lumberton (HACL) is a non-profit organization providing low-income housing. The U.S. Department of Housing and Urban Development (HUD) federally subsidizes the HACL, and we are governed by a (7) seven-member Board, which is appointed by the Mayor.

We provide two housing programs; Housing Choice Voucher (HCV), which provides financial assistance to people renting homes in the private sector, and Public Housing, which is owned by the HACL and leased to low-income families, elderly, and disabled persons. Our mission is to provide safe, decent, and affordable housing, while abiding by all required federal, state, and municipal regulations.

The HACL is currently soliciting proposals from qualified and licensed attorneys to provide legal services to programs operated by the HACL. All proposals submitted in response to this solicitation must conform to ALL the requirements and specifications outlined in this document in its entirety. Failure to do so will disqualify the proposal.

RFP INFORMATION:

HACL Contact Person:	Adrian Lowery, Executive Director Telephone No: (910) 671-8200
RFP Pick-Up and Submittals and Location:	RFP's may be requested by e-mail or picked up at the main office located at: <u>307 Martin Luther King Jr. Drive, Lumberton, N.C. 28358</u> - between the hours of 9:00 AM and 4:00 PM Monday through Thursday. Submittals will not be accepted via fax or E-mail; they must be delivered to the <u>307 Martin Luther King Jr. Drive location.</u>
(RFP's will also be available at the HACL website.) www.lumbertonhousing.org	
Proposal Submittal Deadline:	must be submitted and stamped by 2:00 PM on October 27, 2025
Questions regarding RFP-should be directed to:	execdir@lumbertonhousing.org & must be received no later than: October 17, 2025.



HACL RESERVATION OF RIGHTS NOTICE:

1. The HACL reserves the right to reject any or all proposals, to waive any informality in the RFP process, or to terminate the RFP process at any time, if deemed to be in its best interest.
2. The HACL reserves the right not to award a contract pursuant to this RFP.
3. The HACL reserves the right to terminate a contract awarded pursuant to this RFP, at any time for its convenience upon (30) thirty days written notice to the successful proposer.
4. The HACL reserves the right to determine the days, hours, and locations that the successful proposer shall provide the services called for in this RFP.
5. The HACL reserves the right to retain all proposals submitted and not permit withdrawal for a period of sixty (60) days after the deadline for receiving Proposals without the written consent of the HACL Executive Director.
6. The HACL reserves the right to negotiate the fees proposed by the proposer.
7. The HACL reserves the right to reject and not consider any proposal that does not meet the requirements of this RFP, including but not necessarily limited to, incomplete Proposals and/or Proposals offering alternate or non-requested services.
8. The HACL shall have no obligation to compensate any proposer for any costs incurred in responding to this RFP.
9. The HACL reserves the right to interview any and/or all successful proposers.



I. SCOPE OF PROPOSAL/SPECIFICATIONS:

- A.** Please note that the following is not intended to be an all-inclusive listing of the legal issues that HACL may retain the successful proposer to provide but is intended to be a representative listing of the issues that HACL has previously required services. HACL shall retain the right to, if necessary, retain any proposer to provide services that the successful proposer has shown an inability to provide. Even though it is the intent of this RFP to initially contract with one firm for these services, this will not preclude that firm from, at the request of HACL, coordinating for the HACL the retention of additional firms that may or may not have submitted a response to this RFP if, in the opinion of HACL, such additional firms that may or may not have submitted a response to this RFP if, in the opinion of HACL, such additional firm(s) have the expertise that the HACL feels is in its best interest to retain. If HACL needs such additional services, it is the intention of HACL to first consult the proposals of firms that have submitted a proposal in response to this RFP, and to only proceed to additional firms if, in the opinion of HACL, feels that it is in its best interest to proceed accordingly.
- B.** HACL is seeking proposals from qualified licensed, insured, and bonded proposers to provide a variety of legal services. These services are a necessary supplement to the daily operation of HACL. Such services shall include, but are not necessarily limited to:
- 1.** Legal advisor to the HACL Board of Commissioners, including, but not limited to:
 - (a) Review Board meeting agendas to ensure compliance with the State Open Meeting Law.
 - (b) Attend Regular and Special Board Meetings and be prepared to advise the Board regarding:
 - (1) The aforementioned State Open Meeting Law.
 - (2) Relevant regulatory requirements that govern federally subsidized housing programs.
 - (3) Relevant contractual or interlocal agreement obligations that either is or may become binding upon HACL.
 - (4) The legal impact and/or consequence of administrative policy decisions.
 - (5) HACL policies and procedures.
 - (6) HACL by-laws.
 - (7) Relevant Code of Federal Regulations (CFR); as well as State and Municipal Codes.
 - (8) Responding to inquiries by Commissioners and the Public.
 - 2.** Legal advisor to the Executive Director and/or his/her designee, including, but not limited to:
 - (a) landlord/tenant issues, including evictions, lease preparation and



interpretation and premise liability.

- (b) Fair Housing Issues, including claims involving violations of the Fair Housing Act, ADA and Section 504 or the Rehabilitation Act.
 - (c) Employment issues, including collective bargaining, employment discrimination, wrongful termination claims, employee discipline, workers' compensation, and OSHA requirements.
 - (d) Construction contract and procurement issues, including claims involving payment and performance bonds, change order requirements, owner liability and various procurement issues.
- 3. Human Resources function, including, but not limited to:**
- (a) EEOC matters
 - (b) Personal policies and procedures creation, implementation, and interpretation of new and old.
 - (c) Disciplinary procedures.
 - (d) Hiring, firing and reclassification matters.
 - (e) Worker's Compensation.
 - (f) OSHA
 - (g) Section 504 Compliance
 - (h) Federal Regulations regarding employment.
- 4. Operations function, including, but not limited to:**
- (a) Fair Housing issues.
 - (b) Public Housing landlord/tenant issues, including evictions and attendance of court proceedings, when necessary.
- 5. Housing Programs function, including, but not limited to:**
- (a) Mutual help with public and assisted Housing Programs.
 - (b) Landlord/tenant issues as they relate to HACL contracts.
- 6. Development/Modernization program, including, but not limited to:**
- (a) Real estate transactions
 - (b) Zoning, building and inspection codes and regulations.
 - (c) Court proceedings.
 - (d) Construction contracts.
 - (e) Lease Agreements.
 - (f) Partnership Development and contract documents.
- 7. Contracting and Procurement, including, but not limited to:**
- (a) General and service contracts.
 - (b) Uniform Commercial Code.
 - (c) Risk and liability exposure issues.
 - (d) Contractual conflicts.



(e) Policies and procedures.

8. Legal representative of HACL including, but not limited to, facilitate the competent legal representation of HACL in the following matters:
 - (a) Appearance for and representation of HACL at judicial proceedings involving landlord/tenant issues.
 - (b) Defending HACL in or initiating on its behalf, breach of contract actions that will not require or involve complex litigation.
 - (c) Referring legal matters to HACL insurance carrier for resolution and/or defense when necessary.
 - (d) As directed by the HACL, the potential supervising, managing or otherwise coordinating all legal services provided on behalf of the HACL.
 - (e) Appearance for and representation of the HACL at any meetings when requested to do so.
 - (f) Preparation and/or review of HACL contracts, interlocal agreements and Memorandums of Understanding.
 - (g) Preparation, review and/or modification of legal documents utilized by HACL in the course of business to ensure and/or determine compliance with applicable Federal, State and Local Regulations. These documents may include Board resolutions and meeting minutes, lease agreements, employment applications/forms and housing program forms and notices.
 - (h) Attendance and participation at meeting about and/or with entities having legal business with HACL.
 - (i) Risk and liability exposure issues.
 - (j) Conflicts of interest.
 - (k) Clarification regarding general legal issues as they arise.
 - (l) Provision of legal opinions on various subjects.
 - (m) Assist in selection of attorneys needed in specialized fields of practice such as environmental law, bankruptcy law, and civil rights and construction law.

PLEASE NOTE: Each proposer must disclose any and all real and potential conflicts of interest and shall provide signed waivers regarding such conflicts.

II. PROPOSAL FORMAT:

HACL intends to retain the successful proposer pursuant to a “Best Value” basis, not a “Low Bid” basis. In order to properly evaluate the offers received, all proposals submitted in response to this RFP must be formatted in accordance with the sequence noted below. Each category must be separated by index dividers numbered (with number extends so that each tab can be located without opening the proposal) and labeled with the corresponding tab reference also noted below. None of the proposed services may conflict with any requirement HACL has published herein or has issued by addendum.

Tab 1: Form of Proposal:



The Form of Proposal is attached hereto and incorporated herein by reference as Attachment A. It must be fully completed, executed, and submitted as a part of the proposal submittal.

Tab 2: Profile of Firm Form:

The Profile of Firm Form is attached hereto and incorporated herein by reference as Attachment B. It must be fully completed and executed and submitted under this tab as part of the Proposal submitted.

NOTE: As instructed thereon, place the required resumes under Tab #5.

Tab 3: Proposed Services:

As more fully detailed within Section I, Scope of Proposal Specifications, the proposer shall clearly detail under each noted sub-tab the proposer's knowledge, experience, technical competence, and capability to provide the services detailed within each of the noted service areas:

Tab 3(a): Section I (B) (1), Legal advisor to the Board of Commissioners.

Tab 3(b): Section I (B) (2), Legal advisor to the Executive Director.

Tab 3(c): Section I (B) (3), Human Resources function.

Tab 3(d): Section I (B) (4), Operations function.

Tab 3(e): Section I (B) (5), Housing Programs function.

Tab 3(f): Section I (B) (6), Development/Modernization function.

Tab 3(g): Section I (B) (7), Contracting and Procurement function.

Tab 3(h): Section I (B) (8), Various Legal Representation.

Tab 4: Proposed Fees Form:

The proposed Fees Form is attached hereto and incorporated by reference as Attachment C. It must be fully completed and executed and submitted as a part of the Proposal. ***Please note that HACL reserves the right to negotiate all fees.***

Tab 5: Managerial Capacity/Financial Viability:

The proposer must submit a concise description of its managerial and financial capacity to deliver the proposed services, including brief professional resumes for the persons identified within areas (9) and (10) of Attachment B, Profile of Firm Form.

Tab 6: Client List:

The proposer must submit a list of at least three (3) former or current clients for whom the proposer has performed similar or like services to those being proposed herein, within the preceding (12) twelve months. The list must include:

- (a) The client's name.
- (b) The client's contact name.



- (c) The client's telephone number.
- (d) A brief description of the services provided.

Tab 7: Equal Opportunity Employment Policy:

The proposer must submit a copy of its Equal Opportunity Employment Policy, and any documentation it believes substantiates evaluation criteria S(e), in Section III of this document (i.e., Practice and history of employing minorities and/or women in professional positions.)

Tab 8: Subcontractor/Joint Venture Information: (Optional Items)

Describe hereunder whether or not the proposer intends to use any subcontractors for this job, if awarded, and/or if this Proposal is a joint venture with another firm. Please remember that all information required from the proposer under the preceding tabs must also be included for any major subcontractors (10% or more) of from any joint venture.

Tab 9: Other Information: (Optional Item)

The proposer may include any other general information that the proposer believes is appropriate to assist the HACL in its evaluation.

A. Proposal Submission:

All proposals must be submitted and time-stamped and received in the HACL Office no later than the submittal deadline stated herein (or within any ensuing addendum). **A total of three (3) exact copies (including cover and extending tabs) of the Proposal submittal, including one (1) original signature copy, shall be placed unfolded in a sealed package, and addressed to:**

Housing Authority of the City of Lumberton
Attention: Adrian Lowery, Executive Director
307 Martin Luther King Jr. Drive
Lumberton, NC 28358

The package exterior must clearly denote RFP 2025 Legal Services and must have the proposer's name and return address. Proposal submitted after the published deadline will not be accepted.

1. Submission Conditions:

DO NOT FOLD OR MAKE ANY ADDITIONAL MARKS, NOTATIONS OR REQUIREMENTS ON THE DOCUMENTS TO BE SUBMITTED.

Proposers are not allowed to change the Conditions of Specifications contained herein by making or entering onto these documents or the documents submitted any revisions or additions, and if any such additional marks, notations or requirements are entered on any of the documents that are submitted to HACL by the proposer, such may invalidate that proposal. If, after accepting such a proposal, HACL



decides that any such entry has not changed the intent of the proposal that HACL intended to receive, HACL may accept the proposal and the proposal shall be considered by HACL as if those additional marks, notations, or requirements were not entered on such. By requesting the proposal documents, each such prospective proposer is agreeing to confirm by signing and returning by fax, all notices that HACL delivers to him/her, and by submitting a proposal, the proposer is thereby agreeing to abide by all terms and conditions published herein and/or by addendum pertaining to this RFP.

2. Submission Responsibilities:

It shall be the responsibility of each proposer to be aware of and to abide by all dates, times, conditions, requirements, and specifications set forth within all applicable documents issued by HACL including the **Instructions to Bidders**, these **Conditions/Specifications and Form of Proposal**, and any addenda and required attachments submitted by the proposer. By virtue of completing, signing, and submitting the completed documents, the proposer is stating his/her agreement to comply with the **instructions, conditions and requirements set forth in those documents**.

III. PROPOSAL EVALUATION CRITERIA:

A. Evaluation Criteria:

The following criterion will be utilized by HACL to evaluate each proposal submitted.

NO.	MAX. POINT VALUE	CRITERION DESCRIPTION
1	30 points	SPECIALIZED KNOWLEDGE, EXPERIENCE AND TECHNICAL COMPETENCE that the proposer displays for the work required, based upon the work history (especially in a Housing Authority of the City of Lumberton environment), and the resumes submitted for the staff proposed to perform the work. The PAST PERFORMANCE of the proposer on prior work of the same or similar nature, based on the letters of reference and/or client lists submitted, and based upon the results of any consultation that HACL chooses to conduct with such.
2	25 points	The CAPABILITY the proposer displays, in that the proposal submittal shows: (a) a knowledge and understanding of the scope of the work to be performed; and, (b) a realistic proposed approach to the performance of the required work.
3	5 points	OVERALL QUALITY OF THE PROPOSAL SUBMITTED, based upon the opinion of the evaluators.
4	25 points	The proposed COST of the services.
5	10 points	Location of attorney or firm in relation to Lumberton and ability to respond within twenty-four hours or less when called upon for service, this does not mean that the task must be completed.
6	5 points	The overall quality of the interview based upon the opinion of the evaluators.
	100 Points	



B. Contract Award Procedure:

If a contract is awarded pursuant to this RFP, the following procedure will be followed.

Upon completion of the Proposal Evaluation Process, HACL evaluation panel will forward its conclusions and recommendation to the Executive Director. The Executive Director may, at this point, recommend that HACL conduct a “Best & Final” negotiation. Once the evaluation process is completed, and a final award recommendation has been formulated, the Executive Director will submit the conclusion and recommendation to the HACL Board of Commissioners at a regularly scheduled board meeting. The HACL Board of Commissioners will then make its determination of whether or not to follow the panel’s recommendation. If the recommendation is followed, the successful proposer will receive a HACL Notice of Award. Contract price negotiations may, at HACL option, be conducted prior to or after Board approval.

1. Contract Conditions:

The following provisions are considered mandatory conditions of any contract award by HACL pursuant to the RFP.

(a) Assignment of Personnel:

HACL shall retain the right to demand and receive a change in personnel assigned to the work if HACL believes

(b) Unauthorized Sub-Contracting Prohibited:

The successful proposer shall not assign any right, nor delegate any duty for the work proposed pursuant to this RFP (including, but not limited to, selling, or transferring the contract) without the prior written consent of the HACL Executive Director.

Any purported assignment of interest or delegation of duty, without the prior written consent of the HACL Executive Director shall be void and may result in the cancellation of the contract with HACL or may result in the full or partial forfeiture of funds paid to the successful proposer as a result of the proposed contract as determined by HACL.

(c) Contract Period:

It is anticipated that HACL will initially award a contract to perform these services for a period of two (2) years, with the option of three (3) additional one-year renewal periods.

(d) Licensing and Insurance Requirements:

Prior to award (but not prior to submission of the proposal) the **successful proposer** will be required to provide:

- (1) A copy of the proposer’s business license allowing that entity to provide services within the State of North Carolina.



- (2) An original certificate from the proposer's industrial (workers compensation) insurance carrier.
- (3) Evidence of malpractice insurance coverage with notification.
- (4) Evidence of professional liability coverage (minimum of \$1,000,000,000 each occurrence, general aggregate minimum limit of \$5,000,000,000), with a deductible of not greater than \$1,000.
- (5) Proof of State unemployment coverage. The requested related information shall also be entered where provided for on the **Profile of Firm Form**. By delivering such certificates to HACL, the successful proposer and the insurance carriers are verifying that the successful proposer is in possession of such coverage and certifications during the entire term on the contract.

(e) Right to Negotiate Final Fees:

HACL shall retain the right to negotiate the amount of fees that are paid to the successful proposer, meaning the fees proposed by the apparent successful proposer may be the basis for the beginning of negotiations. Such negotiations may begin after HACL evaluation panel has chosen an apparent successful proposer and received HACL Board approval to begin negotiations. If such negotiations are not, in the opinion of HACL evaluation panel, successfully concluded within five (5) business days, HACL shall retain the right to end such negotiations and begin negotiations with the next rated proposer. HACL shall also retain the right to negotiate additional fees with any proposer, if HACL determines it is in its best interest to do so.

(f) Billing/Payment Methods:

1. Indefinite quantity Contract/Task Order Basis

The proposed contract shall be an indefinite quantity contract (IQC) with work ordered on a task order basis, meaning, HACL does not at this time know how much work it will award to the successful proposer, but HACL will order work on an as-needed basis. HACL reserves the right to order any quantity of work pursuant to the proposed contract, which means that there shall be no minimum or maximum amount of work that will be ordered, either on an individual order basis or in total.

2. As may be further detailed within the contract, to receive any payment due to the successful proposer, he/she shall submit to the HACL a monthly completed invoice detailing the service provided, and the dates of service, and shall be accompanied by copies of the individual time sheets for all of the contractor's personnel who worked on the HACL project during the billing period. All invoices will be paid on a net (30) thirty-day basis and should be formatted as follows:

- (a) Company name, address, telephone number.
- (b) Invoice number.



(c) HACL Contract number.

(d) Detail of services being billed.

(g) Contract Service Standards:

All work performed pursuant to this RFP must conform and comply with all applicable local, state, and federal laws.



FORM OF PROPOSAL

ATTACHMENT A

Instruction: The items listed below must be completed and included in the Proposal unless otherwise specifically noted. Please complete this form by marking X, where provided, to indicate that the referenced information has been included.

X=ITEM INCLUDED	SUBMITTAL ITEMS (Three copies of each Proposal, including one with Original Signatures)	
	Tab 1	Form of Proposal
	Tab 2	Profile of Firm Form
	Tab 3	Service Description
	Tab 4	Proposed Fees Form
	Tab 5	Managerial Capacity/Financial Viability
	Tab 6	Client List
	Tab 7	Equal Opportunity Employment Policy; Info satisfying 5e
	Tab 8	Joint Venture/Subcontracting (Optional)
	Tab 9	Other Information (Optional)

SPECIFIC AREAS OF EXPERTISE AND EXPERIENCE

Please denote following which of the noted areas (identified in further detail within Section I of the RFP document) you are, within Tab #3, claiming specific expertise and experience. (Please note that HACL will not consider making separate awards for each of these areas):

1. Legal Advisor to the Board of Commissioners/Executive Director
2. Human Resources function
3. Operations function
4. Housing Programs function
5. Development/Modernization function
6. Purchasing and Contracts function
7. Legal Representation/General Legal Matters

PROPOSER'S STATEMENT

The undersigned proposer hereby states that by completing and submitting this form and all other documents with this submittal, he/she is verifying that all information provided herein is, to the best of his/her knowledge, true and accurate, and that if HACL discovers that any information entered herein is false, that shall entitle the HACL to not make award or to cancel any award, with the undersigned party. Pursuant to all RFP Documents, the Form of Proposal, and all attachments pursuant to all completed Documents submitted, including these forms and all attachments, the undersigned proposes to supply HACL with the services described herein for the fees noted within Tab No. 4:

Signature

Date

Printed Name

Company



PROFILE OF FIRM FORM:

ATTACHMENT B:

Page 1 of 2

- (1) Prime _____ Subcontractor _____ (This form must be completed by each)
- (2) Name of Firm: _____
- (3) Street Address: _____
- (4) City/State/Zip: _____ Tel: _____ Fax: _____
- (5) Year Firm Established: _____ In Robeson: _____
- (6) Type of Ownership: _____
- (7) Former Name and Year Established (If applicable): _____ Year _____
- (8) Name of Parent Company and Date Acquired (if applicable):
_____ Date: _____
- (9) Identify Principals/Partners in Firm; please submit under Tab #5 a brief resume for each:

NAME	TITLE	% OF OWNERSHIP

- (10) Identify the individuals that will act as project manager and any other supervisory personnel that will work on projects, please submit under Tab #5 a brief resume for each. (Do not duplicate any resumes required above)

NAME	TITLE

- (11) Federal Tax ID No: _____
- (12) Business License No: _____
- (13) State of NC License Type and No: _____
- (14) State of NC Workers Compensation Insurance Policy No: _____
- (15) General Liability Insurance Carrier: _____
Policy No: _____ Deductible Amount: \$ _____
- (16) Professional Liability Insurance Carrier: _____
Policy No: _____ Deductible Amount: \$ _____

Signature

Date

Printed Name

Company



PROFILE OF FIRM FORM

ATTACHMENT B

Page 2 of 2

- (17) Proposer Diversity Statement: You must check all the following that apply to the ownership of this firm:

☐ Caucasian American ☐ Public Held Corporation ☐ Government Agency ☐ Non-Profit Organization

Or Resident – (RBE), Minority – (MBE), or Woman-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 ☐ Other (Specify)

WMBE Certification Number: _____

Certified By: _____

(NOTE: A CERTIFICATION NUMBER IS NOT REQUIRED TO PROPOSE - ENTER IF AVAILABLE)

- (18) Debarred Statement: Has this firm, or any principal(s) ever been debarred from providing any services by the Federal Government, the State of North Carolina, or any Local Government Agency within the State of North Carolina?

Yes _____ No _____

If YES, please attach a full detailed explanation, including dates, circumstances, and current status.

- (19) Disclosure Statement: Does this firm or any principals of this firm have any current, past personal or professional relationship with any Commissioner or Officer of the HACL? Yes _____ No _____

Name(s) of such Commissioner or Officers: _____

If YES, please attach a full detailed explanation, including names, circumstances, and current status.

- (20) 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 that if the HACL discovers that any information entered herein is false, that shall entitle the HACL to not make award or to cancel any award with the undersigned party.

*NOTE: If necessary, please attach additional information on additional pages.

Signature

Date

Printed Name

Company



PROPOSED FEES FORM

ATTACHMENT C:

PLEASE NOTE: Do not provide these costs in any other manner other than as detailed within this form. All costs proposed shall be provided on this form. Cost, including this completed form, as to be submitted ONLY under Tab #4-any proposer that submits proposed costs under any other tab will be rejected without consideration. You must propose costs for all of the following areas. You MAY NOT "pick and choose" which of the following areas you wish to enter costs for. Failure to abide by these instructions will cause that proposer to be rejected without consideration. Any proposer that leaves any of the following items blank or enters "N/A" or a "0" into any of those areas will be rejected for non-responsiveness-a proposed cost MUST be provided for each requested cost.

1. Partner @ \$_____/Hour
2. Associate @ \$_____/Hour
3. Paralegal@ \$_____/Hour

NOTE: If you attached another sheet with ranges for each of the above areas, HACL will use the highest fee proposed within each range to calculate each of the above.

Company Name

Address, City and Zip

Telephone Number

Fax Number

Signature

Date

Printed Name