

REQUEST FOR QUALIFICATIONS
FOR LEGAL SERVICES

CITY OF LOCK HAVEN
COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM
HOME INVESTMENT PARTNERSHIP PROGRAM

The City of Lock Haven is soliciting qualifications from qualified professionals for the provision of legal services in support of the City's Community Development Block Grant (CDBG) and Home Investment Partnership Programs. The City intends to select an individual or firm to provide legal services for a three year period covering Fiscal Year 2016, 2017 and 2018.

The specific legal services being sought by the City are identified in the Request for Qualifications for Professional Legal Services. A copy of this document can be obtained from the City Planning Office, Lock Haven City Hall, 20 East Church Street, Lock Haven, PA 17745 or by calling 570-893-5903.

The deadline for submission of proposals is 4:00 p.m. prevailing time on November 20, 2015. Award will be made to the individual or firm whose proposal is most advantageous to the City. City Council will consider the award of a contract at its meeting at 7:00 PM on December 7, 2015.

Each submittal will receive consideration without regard to age, race, color, religion, sex, handicap, familial status or national origin.

CITY OF LOCK HAVEN
Richard W. Marcinkevage
City Manager



ADVERTISE: November 6, 2015

PROOF OF PUBLICATION REQUESTED

CITY OF LOCK HAVEN
COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM
HOME INVESTMENT PARTNERSHIP PROGRAM

REQUEST FOR QUALIFICATIONS
FOR PROFESSIONAL LEGAL SERVICES

In accordance with the requirements of 2 CFR part 200 which establishes standards for the procurement of property and services involving the expenditure of federal funds, the City of Lock Haven is hereby soliciting qualifications from qualified individuals and firms for the provision of professional legal services for the following programs:

Community Development Block Grant Program

Home Investment Partnership Program

The selection of an individual or firm will cover a three year period for the Fiscal Years 2016, 2017 and 2018, subject to the availability of state and federal funds.

The City of Lock Haven proposes to undertake various projects and activities with its federal Community Development Block Grant Program funds and Home Investment Partnership Program funds that will require legal assistance.

SCOPE OF SERVICES

The City will require legal assistance in support of the following projects and activities:

1. Residential Rehabilitation Program

This activity involves providing financial assistance to certain homeowners who agree to carry out housing rehabilitation. The program is aimed at stabilizing the condition of the City's housing stock. The types of legal services that may be required in support of this activity are as follows:

- a) Assist in resolving questions relating to property ownership;
- b) Assist in drafting legal documents relative to loan closing;
- c) Represent the interests of the City in grievance procedures relative to the rehabilitation program;
- d) Record liens, deeds or other loan documents in the Clinton County Courthouse;
and

- e) Provide such other legal advice to the City staff relative to the rehabilitation program as may be required.

2. Contract Review

Review of contract documents and bid specifications for various activities including, but not limited to, construction, rehabilitation, other professional services, etc.

3. Other Legal Services

From time to time, the City may require generalized forms of legal assistance in conjunction with its Community Development Program and HOME Program.

MBE/WBE GOALS

It is the public policy of the City of Lock Haven to promote the opportunity for full participation by Minority and Women's Business Enterprises (MBEs and WBEs) in all projects receiving federal funds from the United States Department of Housing and Urban Development (HUD), which are administered by Pennsylvania DCED. The City of Lock Haven has established a Minimum Participation Level (MPL) of five percent (5%) for Minority Business Enterprises and three percent (3%) for Women Business Enterprises participation on projects with CDBG, and/or HOME funding.

INFORMATION REQUIRED OF EACH OFFEROR

Each submittal in response to this RFQ shall contain the following information:

1. Name of individual or firm, business address and telephone number, and a brief history of the stability and continuity of its service;
2. Name and qualifications of key individuals that will be assigned to the project;
3. Description of the experience of the individual or firm in providing the type of services identified in this RFQ and previous CDBG and HOME experience.
4. A statement of your willingness to enter into a three year contract; and
5. If any part of the project is to be subcontracted (purchases for services, or hiring of additional employees), the proposers must submit documentary evidence of MBE/WBE's who have been contacted and/or to whom commitments have been made. If no solicitation was made to MBE/WBE's, please indicate the reason(s). If there is no need to contract for work, then the MBE/WBE requirements are not triggered.

BASIS FOR COMPENSATION

The City will negotiate a fee structure for services as required. It is anticipated that invoices will be submitted for actual work performed on the basis of an agreed upon hourly rate structure plus reimbursable expenses.

SELECTION OF OFFEROR

The City of Lock Haven will select the individual or firm that demonstrates the highest degree of experience and competence. Each submittal will be rated and ranked in accordance with the following criteria:

1. Technical qualifications of individuals to be assigned to this project (25 points maximum).
2. Individual or firm's relevant experience with the CDBG and/or HOME Program (25 points maximum)
3. Individual or firm's approach to the work identified in the Scope of Services (25 points maximum).
4. Continuity and stability of individual or firm (15 points maximum)
5. Participation by small business, minority firm, female firm, and labor surplus firm (10 points maximum). If the proposer is a MBE/WBE, a certification form shall be submitted with the bid attesting to the firm's status as such.

DEADLINE FOR SUBMITTAL

Interested parties should submit one copy of their qualifications no later than 4:00 p.m. prevailing time on November 20, 2015. Submittals should be marked "Legal Services RFQ" and submitted to:

Leonora M. Hannagan, City Planner
Lock Haven City Hall
20 East Church Street
Lock Haven, PA 17745

NONDISCRIMINATION

The City of Lock Haven is an equal opportunity, affirmative action employer. Each proposal will receive consideration without regard to age, race, color, religion, sex, handicap, familial status or national origin.