



Request for Proposals
for
Professional Legal Services
2025

Housing Authority for LaSalle County
P.O. Box 782
Ottawa, IL 61350

**REQUEST FOR QUALIFICATIONS
PROFESSIONAL LEGAL SERVICES**

You are hereby invited to submit a proposal to provide Legal Services for the Housing Authority for LaSalle County, hereinafter referred as "HALC".

The HALC desires to enter into an agreement with a qualified Attorney or Law Firm to provide legal representation and services in the following areas:

1. Personnel, Labor Law, and Employment:

- A. Provide legal opinions and services on wage law administration.
- B. Provide legal counsel on hiring, discharging, and other personnel matters.
- C. Provide legal counsel and representation to HALC for all other areas of employment law.

2. Property Management, Eviction, and General Legal:

- A. Assist in the revision and updating of HALC's Dwelling Lease and Policies.
- B. Prepare and appear in court on behalf of the HALC for eviction cases.
- C. Prepare and appear in court on behalf of the HALC for Administrative decision and policy cases.
- D. Research the legality of the Agency proposed policies as requested.
- E. Provide legal opinions for HALC on City, County, State, and HUD laws and regulations.
- F. Provide legal opinions on Resident Grievance procedures and Admissions and Occupancy Regulations.
- G. Provide consultation and advice to HALC Executive Management Staff and the Board of Commissioners on all pertinent legal matters.
- H. Attend scheduled Board meetings, including monthly, and/or special Board meetings and Formal Grievance Hearings if requested.
- I. Meet with appropriate staff on cases prior to court dates as needed and keep department heads advised as to status of pending matters/cases.
- J. Prepare monthly report on ongoing cases prior to monthly board meeting.
- K. Provide all other general and miscellaneous legal services.

Real Estate Transactions:

- A. Provide legal opinions on tax exempt status on HALC Properties.
- B. Provide legal counsel and assistance into the acquisition and/or disposition of property.

Bidders shall submit an hourly rate and an estimated ceiling cost for all services listed above with the exception of:

- **Item B. listed under #2 Property Management, Eviction, and General Legal**, Bidder shall submit a flat rate for each individual eviction case along with an estimated maximum amount per year.
- **Items A, C, D, E, F, G, H, I, J, and K listed under #2 Property Management, Eviction, and General Legal** with an hourly rate to cover items listed above.

The Attorney or Firm shall acquire and familiarize with all relevant and necessary applicable assisted government housing program publications, including, but not limited to: CFR's, Handbooks, Dwelling Lease, Policies, etc., and upon request by HALC, shall send at least one representative to an HALC approved Occupancy and Leasing training program.

Bidders are required to bid on all areas of the request. Only one (1) contract will be awarded to the most responsive, qualified bidder.

The Agreement will be for a one (1) year period from the date of execution with optional annual renewal for the four (4) years thereafter.

The Proposal shall include the following:

1. Letter of interest.
2. Outline and description of the specific legal services offered and which specific personnel will handle the proposed services.
3. A flat rate for **Item B. listed under #2 Property Management, Eviction, and General Legal**, an estimated maximum amount per year, and an hourly rate for all other services listed above.
4. Demonstration of understanding of the required legal services and knowledge of HUD Regulations.
5. Evidence of the Attorney/Firm's ability to perform the service and the certification to practice law in the State of Illinois.
6. E.E.O. Analysis.
7. Liability/Malpractice Insurance Certificate.

8. Completed copy of the Non-Collusive Affidavit.
9. A statement on the Company letterhead certifying the firm is not debarred or suspended by any STATE, FEDERAL, or LOCAL AGENCY.

The HALC will evaluate each proposal based upon a weighted evaluation system. The categories and points assigned for each are:

1. Previous experience and familiarity with low-rent Public Housing and Section 8 Regulations..... 30 points
2. Attorney/Firm’s Qualifications..... 30 points
- 3.. Experience with State of Illinois Eviction cases..... 30 points
4. Proposal Compliance..... 10 points

The proposal’s price, while secondary in importance, will be considered in addition to these above evaluation factors. The above factors will be utilized to determine the bidder most advantageous to the HALC.

Any contract resulting from this Request will be open-ended and there is no guarantee that any specific quantities of services will be required. In accepting a contract, the firm agrees to accept all related services during its existence. The Firm will be allowed to bill the HALC for all work performed during the preceding month.

Once firms have been evaluated and ranked, the HALC will use, if necessary, the negotiation process to obtain the most highly qualified firm at a fair and reasonable price. The proposed contract shall be approved by the HALC Board of Commissioners prior to execution.

Submission Deadline is:

Time: 10:00 a.m. CST
Date: April 7, 2025

Proposals Submitted After the Deadline may be rejected.

Mail or Hand Deliver to:

Ed Biggins, Executive Director
HOUSING AUTHORITY FOR LASALLE COUNTY
526 EAST NORRIS DRIVE
OTTAWA, IL 61350

IMPORTANT: ALL PROPOSALS ARE TO BE SUBMITTED IN TRIPLICATE (3)
WITH THE FOLLOWING IDENTIFICATION CLEARLY
MARKED ON THE OUTSIDE OF THE SEALED ENVELOPE

"PROPOSAL FOR PROFESSIONAL LEGAL SERVICES"

The HALC reserves the right to reject any and all proposals and to waive any informality in the bidding in the best interests of the HALC, in compliance with law, subject to such other conditions and/or contingencies as may be lawful and appropriate in the circumstances in the appropriate exercise of reasonable discretion of the HALC.

Questions regarding this Request for Proposal shall be directed to:

Hank Dorsett
(815) 434-0380, Ext. 247

**THE HOUSING AUTHORITY FOR LASALLE COUNTY IS AN
EQUAL OPPORTUNITY EMPLOYER AND HOUSING PROVIDER**