

HAMBURG COMMUNITY DEVELOPMENT

6100 South Park Avenue * Hamburg * New York * 14075

(716) 648-6216 * www.townofhamburgny.com/community-development

Director: Christopher Hull * Assistant Director: Timothy J. Regan

Hamburg Town Supervisor: James M. Shaw

Council Members: Shawn P. Connolly * Elizabeth C. Farrell * Karen L. Hoak * Michael R. Petrie



December 17, 2021

Notice of Request for Proposals (RFP) Hamburg Community Development

for

“Confidential Legal Services”

Please take notice that the Town of Hamburg Department of Community Development (Hamburg Community Development) will accept Request for Proposals/Qualifications for "Confidential Legal Services" for use with the department's "Eviction, Legal and Housing Services" as well as other housing and community development programs as may be needed. In order to be considered, a statement of proposals and qualifications must be submitted in writing by 11:00 a.m. on Friday, February 18, 2022. Detailed information to be included in your statement of proposals can be obtained by contacting:

**Hamburg Community Development
6100 South Park Avenue
Hamburg, New York 14075
Phone: (716) 648-6216
E-Mail: chull@townofhamburgny.com
ATTN: Christopher Hull; Director of Community Development**

NOTICE

Attention is called to the fact that Community Development Funds from the U.S. Department of Housing and Urban Development are being used for this project and, therefore, compliance with Title VI and other applicable provisions of the Civil Rights Act of 1964; Executive Order 11246 (Buffalo Plan); Section 3 of the Housing and Urban Development Act of 1968 as amended; Section 109 of Order 11625 (Utilization of Minority Business Enterprises); Davis-Bacon and Related Acts is required.

REQUEST FOR PROPOSAL/QUALIFICATION CONTENT INDEX

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REQUEST FOR PROPOSALS:

The intent of the Town of Hamburg Department of Community Development is to select a qualified legal service agency or bar associated legal provider to provide "Confidential Legal Services" on behalf of the Town of Hamburg Department of Community Development's programs including eviction, legal and housing services for use with its clients as well as with other community development programs as may be needed. The Town of Hamburg Department of Community Development (Hamburg Community Development) is seeking to provide legal services for eligible clients as it pertains to housing and community development. Hamburg Community Development will work in conjunction with the awarded agency/firm/attorney to provide a variety of legal services involving the departments housing programs. The services would be initiated from our agency or directly via call-in/walk-in from eligible clients. Services shall be provided at the following locations. Offices of the awarded agency/firm/attorney; 6122 South Park Avenue; 6100 South Park Avenue or at local courts if and when required. It is anticipated that a number of clients/cases to be served under this RFP and any subsequent contract would equate to approximately twenty-five (25) clients/cases per year for each year of the two year period. This number may be more or less depending on instances of walk-ins and/or phone calls placed by clients of our programs. Services will be provided on site at 6100/6122 South Park Avenue, Hamburg, New York 14075, as well as at Hamburg Village Court, 100 Main Street, and Blasdell Village Court, 121 Miriam Avenue or virtually at the newly established Erie County Landlord Tenant HUB Court.

GENERAL INFORMATION:

Issuing Office and Point of Contact:

- * This Request For Proposal is issued by Hamburg Community Development.
- * The official contact for any questions related to this Request For Proposal is:

Christopher Hull; Director of Community Development

Town of Hamburg

6100 South Park Avenue

Hamburg, New York 14075

Contact Information:

Phone Number:

(716) 648 - 6216

E-Mail:

chull@townofhamburgny.com

Deadline for Receipt of Proposals:

All responses to this "RFP" must be received at Hamburg Community Development. Our official office is located at 6122 South Park Avenue, Hamburg, New York 14075.

All responses shall be received in sealed envelopes and clearly marked as:

"Confidential Legal Services"

All respondents shall submit three (3) original written proposals which should be received **no later than 11:00 a.m. local time on Friday, February 18, 2022.**

Limitations to Liability:

Neither the Town of Hamburg nor Hamburg Community Development assume responsibility or liability for costs incurred by agencies responding to this "Request for Proposal and Qualifications" or any subsequent requests for interviews, additional data, etc., prior to the issuance of a contract. To this end, the "Limitation to Liability" statement (included as Appendix "A") must be signed and returned with your RFP Response.

Rejection of Proposals:

The Town of Hamburg reserves the right to reject any or all proposals, or to award contracts in whole or in part if it is determined to be in its best interest.

Type of Contract/Fees and Compensation:

The Town of Hamburg expects a firm price for the work defined in this document.

Types of fees can be either:

- 1) A fee for the total contract period.
- 2) A fee per year.
- 3) A per client fee for each case where work is performed.

Alternate fee structures can also be agreed to by both parties through this RFP process if it is deemed in the best interest of the program.

The Town of Hamburg reserves the right to negotiate other forms of compensation. In developing their proposal, respondents should be aware that all costs and charges related to the performance of their proposed services must be included within and covered entirely by the price charged (see above). A detailed cost breakdown is also requested for each different task identified within the proposal. After reviewing the submitted proposals, the Town of Hamburg can, at its discretion, hold interviews and request "best and final offers" to be submitted to the town.

Format for Proposals:

There is no restriction on the length of the proposals. However, respondents are encouraged to be as concise as possible. Proposals shall be organized in the following format:

Qualifications:

- 1) Project Understanding & Implementation: Demonstration of understanding of the project requirements that will be applicable for project implementation.
- 2) Experience: A brief summary of any other experience or familiarity you have within the area of this project. Please emphasize any and all related work. Include resumes for persons to be involved with said project.
- 3) Community Development Block Grant (CDBG) Experience: Past experience or familiarity you have with the federal Community Development Block Grant program.

Technical Proposal Response:

The following information must be provided by all respondents. Such information shall include;

- 1) Narrative explaining the approach to the project and its plan to address the task breakdown.
- 2) Work schedule and cost estimate for all activities within the Scope of Services.
- 3) Any proposed changes or additional areas of work that the respondent feels should be considered for the project. (Optional Work)

Time Frame:

Although the legal service agency or bar associated legal provider will be expected to be flexible in work requests from the Town of Hamburg, it is expected that all tasks outlined in the Scope of Services will be completed over a specific contract period. Work start shall mean written authorization from the Town of Hamburg to proceed and not necessarily the date of the signing of the contract. The contract period for the purpose of this RFP will be April 1, 2022 through to the end of the contract period, which shall be March 31, 2024.

CRITERIA FOR SELECTION

The following criteria shall be used to provide the Town of Hamburg with a basic system to analyze the legal service agency or bar associated legal provider selection process.

1) Understanding of the Tasks:

Does the legal service agency or bar associated legal provider have a clear view of the requested Scope of Services and time frame?

Has the legal service agency or bar associated legal provider responded in a manner that shows clear understanding of the project and the Scope of Services?

Has the legal service agency or bar associated legal provider added any suggestions that would benefit the scope of the work to be performed?

2) Experience and Qualifications:

Does the legal service agency or bar associated legal provider have the proper experience in related, quality work and projects?

Has the legal service agency or bar associated legal provider worked with the Town of Hamburg or worked with other municipal governments doing work with federal Community Development Block Grant procedures previously?

3) Technical Approach:

Does the respondent's proposed steps to implementation make sense and is there any creativity within the approach proposed, including any suggestions that might enhance the project?

4) Cost:

Is the cost of the Scope of Service real and reasonable as relating to this request/project?

5) Evaluation:

The proposals will be reviewed by the Town of Hamburg based upon the above criteria. A decision will be made prior to contract start date of April 1, 2022. The Town of Hamburg retains the right to hold further interviews with respondents it considers to be within a competitive cost range after the initial review of the submitted proposals. Interviews may either include oral presentations to the selection panel or phone interviews completed by a panel representative.

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SCOPE OF SERVICES

1) General Background:

The Town of Hamburg Department of Community Development utilizes the federal Community Development Block Grant (CDBG) program to fund its town wide housing programs formally contained within the context of the departments "programs". Included within these programs which will be subject to this RFP is the Town of Hamburg's Eviction, Legal and Housing Services. This program is administered by the Town of Hamburg Department of Community Development otherwise known as "Hamburg Community Development". Through our programs, we assist low and moderate income clients (at or below 80% of Erie County Median Income) in need of assistance pertaining to housing issues. We have assisted clients with issues pertaining to rental properties, mobile homes, home ownership, code enforcement, evictions, and fair housing issues based upon local, county and state law. We can assist clients who are close to eviction or are in the process of being evicted from their housing. There have been other instances of assistance provided through our program, such as current or back utility payments as well as other issues that arise through the their housing units, including foreclosure, fair housing claims, etc. All of these shall be included within this RFP as well.

2) Location/Jurisdiction:

Our services are utilized within the Town of Hamburg, including the Villages of Blasdell and Hamburg. Court jurisdictions for this program can vary and are usually within one or more of the following municipal courts. Other programs that assist town residents covered under this RFP/Q may also be held within these courts but could include other courts not listed within this RFP/Q:

- | | |
|---|---|
| A) Town of Hamburg
Hamburg Town Court
6100 South Park Avenue
Hamburg, New York 14075 | B) Village of Hamburg
Hamburg Village Court
100 Main Street
Hamburg, New York 14075 |
| C) Village of Blasdell
Blasdell Village Court
121 Miriam Avenue
Blasdell, New York 14219 | D) Other jurisdictions as may be required:
* Small Claims Court
* Landlord/Tenant HUB Court |

3) Program Referrals:

- A) The Town of Hamburg Department of Community Development will complete, when able, general approvals for entry into the program. Referrals will be forward to the awarded legal service agency or bar associated legal provider.
- B) There will be instances of "on-call" clients. These will be general assistance calls from our jurisdiction who are looking for legal assistance for their individual situations.

4) A "Project Control Form" shall be created for each case within the awarded legal service agency or bar associated legal provider. Said "Project Control Form" shall detail an identification number and name for each case and shall be kept by the awarded firm/agency and subsequently turned over the Department of Community Development on an semi-annual basis at the end of the reporting periods, which shall be September 30th and March 31st of each year of contracted work. "Project Control Forms" and individual client files/cases will be subject to review at any time by the town or agencies of the towns choosing IE: HUD or other federal, state or town auditors. These forms shall include at a minimum, the client(s) name, address, income, assigned case number and description of all services provided. As an estimate of the number to be served under this contract is anticipated not to exceed fifty (50) for this contract period.

- 5) The awarded legal service agency or bar associated legal provider shall work in conjunction with the Department of Community Development to ensure that clients are provided with the proper range of services required through this program. This includes recommendations for further services whether provided by the firm/agency, the town, or any service provider within the realm of the services being provided. Such further services could include referrals to other related and pertinent community resources for rental assistance, financial assistance, food programs, etc.
- 6) A semi-annual evaluation and summary of the program shall be due within thirty (30) days after a six month interval, which for this project shall be September 30th and March 31st. This evaluation/summary shall be a detailed overview of services provided, including exact number of persons served, control sheets, client referrals provided, outcome of each case, and any other pertinent information deemed necessary by the Department of Community Development.
- 7) As Needed Services (not part of the initial fifty (50) client estimate). This initiative by the Department of Community Development is trying to assist as many clients as possible. Therefore, assistance within this program shall include the following:
 - A) Assistance for clients who may be in foreclosure proceedings. If legal assistance would benefit these clients, our office would like to include them within this program. It is estimated that the number to be served under this section will not exceed ten (10) for the contract period. Issues to be addressed would be typical foreclosure prevention/assistance items such as loan modifications, counseling assistance, court assistance, and working with our other contracted agencies including Belmont Housing Resources for WNY and HOME, Inc.
 - B) Eligible clients who are in need of any other type of legal or financial assistance. If legal assistance would benefit these clients, our office would like to include them within this contract. An estimate of the number to be served under this portion of the program will not exceed ten (10) for the contract period.
- 8) Respondent Suggestions:
 - A) If the legal service agency or bar associated legal provider feels compelled to inject any further work into this Scope of Services, please feel free to include it within a separate section of the proposal to be submitted and ensure it is clearly marked. This is where any suggestions on streamlining and/or enhancements to the program should be included.
- 9) Educational/Community Events:

Awarded agency/firm/attorney will conduct the following during this two year contract period:

- A) Two (2), Legal Assistance/Education events at any of the following locations:

6122 South Park Avenue/6100 South Park Avenue, Hamburg, NY 14075 (Town Hall)
100 Main Street, Hamburg, NY 14075 (Hamburg Village Hall)
121 Miriam Avenue, Blasdell, NY 14219 (Blasdell Village Hall)

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APPENDIX "A"

REQUEST FOR PROPOSAL "LEGAL SERVICES" "LIMITATION TO LIABILITY CERTIFICATION"

{Completely fill out and return with your RFP/Q submission}

With my/our signature below, I/We hereby acknowledge that I/We understand the following:

- 1) The Town of Hamburg does not assume responsibility nor liability for costs incurred by legal service agency or bar associated legal providers responding to the Request for Proposal/Qualifications or for any subsequent requests for interviews, additional data, etc., prior to the issuance of a contract by the Town of Hamburg Department of Community Development.
- 2) The Town of Hamburg, The United States Department of Housing and Urban Development, The State of New York or the County of Erie, its employees or agents are NOT responsible or liable for any breach of contract, accident liability, or damage which might arise from my participation with this Request for Proposal/Qualifications.
- 3) (I)(We) have read and completely understand all information provided within this Request for Proposal.
- 4) (I)(We) completely understand the specific need for confidentiality as detailed within this Request for Proposal.

Signature

Title

Date

Printed Name

Company/Firm/Agency

Federal ID Number:

STATE OF NEW YORK)
COUNTY OF ERIE) SS:

On the ____ day of _____, in the year 20____, before me, the undersigned, a notary public in and for said state, personally appeared _____, personally known to me or proved to me on the basis of satisfactory evidence to be the individual(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their capacity(ies), and that by his/her/their signature(s) on the instrument, the individual(s), or the person upon behalf of which the individual(s) acted, executed the instrument.

Notary Public