

I. Introduction

The Muskegon Housing Commission (the "Commission") is seeking proposals from qualified, experienced and licensed Michigan attorneys to provide legal counsel and services in a highly professional manner to the Commission for a term of up to relative to Public Housing (PH), Family Public Housing (FPH), Section 8 Housing Choice Voucher (HCV) and Veteran Affairs Supportive Housing (VASH) Programs, tenancy matters, Fair Housing, Civil Rights and Privacy Act, Freedom of Information request, court litigation, insurance matters, reviewing pending Commission contractual agreements, reviewing and updating Commission policies as required per Federal, State and local housing requirements and other legal advice and/or assistance on an as-needed basis. A two (2) year contract effective June 1, 2014 with optional one (1) year extension will be awarded to the lowest, responsible bidder.

II. Proposal Submission Requirements

Proposals must include information on the firm, the name(s) of contact persons, experiences in aforementioned areas and the per hour costs of hourly and flat rates for contact person and personnel who would be typically assigned, including clerical, paralegal and professional services delivered. In addition:

- Documentation firm is properly licensed and insured in the State of Michigan
- Documentation firm is in good standing with the Michigan State Bar Association,
- Sworn affidavit that firm is not on debarred, suspended or otherwise prohibited from practice by any federal, state or local agency
- List of Public Housing Agencies/Authorities serviced by firm
- Documentation of experience with Federal and Michigan complied housing laws

III. Selection Criteria:

In addition to the aforementioned requirements selection criteria includes: Statement of qualifications demonstrating experience/knowledge of Federal, State and local housing requirements; Firm's experience in representing public housing commissions; references and costs. Awarded firm must be willing to sign agency's Professional Services Contract. No inflationary rates will be considered during the possible (1) year renewal extension.

IV. Proposal Submission Deadline

All RFP's are due by 11:30 a.m. Monday, April 21, 2014 to: Gerald Minott II, Interim Director, Muskegon Housing Commission, 1080 Terrace Street, Muskegon, Michigan 49442; Attn: Legal Services Proposals. Bids will be opened at 11:45 a.m. on Monday, April 21, 2014 at the Muskegon Housing Commission. The MHC reserves the right to reject any and all bids. EOE.