

REQUEST FOR QUALIFICATIONS FOR OUTSIDE COUNSEL

Issued by:
MAINE STATE HOUSING AUTHORITY

PROPOSAL DEADLINE: NOVEMBER 14, 2016 5:00 P.M.

Maine State Housing Authority (“MaineHousing”) is an independent state agency that bridges public and private housing finance, combining them to benefit Maine’s low and moderate-income people. The mission of MaineHousing is to assist Maine people in obtaining and maintaining decent, safe, and affordable housing and services suitable to their unique housing needs.

MaineHousing is seeking proposals from qualified attorneys or law firms to be placed on a list of qualified firms to perform legal work for MaineHousing. The list may be maintained by MaineHousing for up to five years.

Background

MaineHousing was created in 1969 by the Governor and the Legislature with the goal of providing “decent, safe and sanitary dwellings, apartments or other living accommodations” for individuals and families who could not afford such housing without financial assistance. MaineHousing has broad powers and duties. We are a \$1.8 billion financial institution that operates as a housing finance agency; a public housing authority; a low income housing tax credit agency; and as the administrator of a variety of traditional government programs including energy assistance, weatherization, and homeless programs.

MaineHousing’s Website:

<http://www.mainehousing.org>

Scope of Work

MaineHousing has an internal legal staff that is responsible for all legal services for MaineHousing other than bond counsel work which is handled by a national law firm. From time to time MaineHousing retains outside counsel to assist with heavy work flow, to guard against an appearance of conflict of interest, or to provide specialized expertise.

MaineHousing is seeking proposals from qualified attorneys or law firms to be placed on a list of qualified firms to perform legal work for MaineHousing. Placement on the list does not guarantee that a firm or attorney will be retained to provide services. Outside legal services will be used on an as-needed, case-by-case, or matter-by-matter basis.

MaineHousing anticipates that the need to hire outside counsel to perform services could arise in one or more of the following areas:

- (1) closing complex financing of multi-family projects, which may include tax-exempt bond financing, low income housing tax credits, HUD HOME Investment Partnerships Program funds, tax increment financing, construction financing, Rural Development financing, HUD Housing Assistance Payments contracts, and other sources of funds;
- (2) closing of supportive housing projects, which may include HUD Section 8 Project-based Vouchers and other federal and state subsidies;
- (3) conflict of interest matters;
- (4) employment law;
- (5) HIPAA;
- (6) fair housing;
- (7) tax law;
- (8) bankruptcy matters;
- (9) administrative and regulatory law; and
- (10) other legal matters

Submission of Proposals.

In submitting a proposal respondents should:

Identify each practice area that the firm wishes to be considered for in this process.

With respect to each practice area, describe the relevant qualifications of each attorney who will be assigned to the representation in that area.

Include copy of Equal Opportunity/Affirmative Action Policy, if the firm has one.

Include information on the hourly billing rates of each attorney and other legal staff who is expected to work on this representation and charges for expenses, if any, such as phone calls, legal research, copies, and overnight mailings; or other possible fee arrangements.

State whether any principal of the firm or anyone who will be paid for work on the project has business ties, familial relationships, or other close personal relationships with a current MaineHousing employee or commissioner or anyone who was a MaineHousing employee or commissioner within the past two years. If there is such a relationship, provide details.

Submit the proposal by email to Linda Uhl, Chief Counsel, at luhl@mainehousing.org by November 14, 2016.

Selection Criteria

No formal scoring of proposals will be done. Relevant experience, quality of work, and commitment to controlling costs will be considered. In the event services are needed, MaineHousing will award specific work on a case-by-case basis to the firm whose proposal is determined by MaineHousing to be most advantageous to MaineHousing for that matter.

Additional Terms and Conditions

This Request for Qualifications is subject to the following terms and conditions:

- MaineHousing expressly reserves the right to modify or withdraw this Request at any time, whether before or after any responses have been submitted or received.
- MaineHousing reserves the right to reject and not consider any or all respondents who do not meet the requirements of this Request, including but not limited to incomplete responses and/or responses offering alternate or non-requested services.
- MaineHousing reserves the right to reject any or all respondents pursuant to this Request, or to terminate the Request process at any time, if deemed to be in its best interest.
- MaineHousing reserves the right to negotiate price or other factors included in any proposal submitted to MaineHousing.
- No reimbursement for any costs and expenses relating to the preparation of responses submitted or for any costs or expenses incurred during any negotiations will be paid by MaineHousing.
- MaineHousing reserves the right to require the respondent to submit references or to meet with MaineHousing representatives.
- MaineHousing reserves the right to request that a particular lawyer work on a matter.

All questions concerning this Request for Qualifications must be directed to Linda Uhl, MaineHousing, at telephone number 207-626-4656 or luhl@mainehousing.org no later than November 14, 2016.

MaineHousing does not discriminate on the basis of race, color, religion, sex, sexual orientation, national origin, ancestry, age, physical or mental disability, or familial status in the admission or access to, or treatment or employment in, its programs, and activities. MaineHousing will provide appropriate communication auxiliary aids and services upon sufficient notice. MaineHousing will also provide this document in alternative formats upon sufficient notice.

MaineHousing has designated the following person responsible for coordinating compliance with applicable federal and state nondiscrimination requirements and addressing grievances: Louise Patenaude, Maine State Housing Authority, 353 Water Street, Augusta, Maine 04330-4633, Telephone Number 1-800-452-4668 (voice in state only), (207) 626-4600 (voice), 1-800-452-4603 (TTY in state only) or (207) 623-2985 (TTY).