

**Request for Proposal
Provision of Legal Services**

The New Rochelle Municipal Housing Authority (“Agency” or the “Authority”) is requesting proposals for the Provisions of Legal Services.

The New Rochelle Municipal Housing Authority (Agency) is a public entity that was formed in 1948 to provide federally subsidized housing and housing assistance to low-income families, within the City of New Rochelle, NY. The Agency is currently headed by Executive Director, Angela Farrish and is governed by a seven-person board of commissioners and is subject to the requirements of Title 24 of the Code of Federal Regulations (hereinafter “CFR”) and the Agency’s procurement policy. Though brought into existence by a Resolution of the City of New Rochelle, it is a separate entity from the City.

Currently the Agency owns and/or manages (a) 2 senior developments totaling 203 units (subsidized through RAD; project-based vouchers), (b) 1 family development totaling 100 units, (subsidized through public housing program): and (c) 397 Housing Choice Vouchers (HCV). The Agency currently has approximately 25 employees

Proposal documents may be obtained by emailing afarrish@nrmha.org or visiting the administration offices at 50 Sickles Avenue, New Rochelle, NY 10801. Phone (914) 636-7050, Monday through Friday between 9:00 a.m. and 3:00 p.m., beginning on **03/19/2019**. This contract shall be awarded through a fair and open process, pursuant to CFR.

All bidders are required to comply with the requirements of CFR, and submit with their bid proposal an Employee Information Report or Affirmative Action Certificate. The Authority reserves the right to reject all proposals or waive any informality in the proposal(s).

All proposals must be submitted on the accompanying proposal sheet and shall be based upon and in conformity with the specifications attached.

Due: April 10, 2019 at 3:00pm. Prevailing Time

Instructions for Mailing/Delivery of Proposal

An acceptable proposal shall consist of two (2) separate envelopes. The first envelope shall contain proposal documents as indicated on the checklist. The second envelope shall contain the fee proposal form. Both envelopes shall be enclosed in another envelope, which shall be sealed and clearly labeled, “Legal Services – Not To Be Opened Until April 10, 2019.” and addressed as follows:

**New Rochelle Municipal Housing Authority
50 Sickles Avenue
New Rochelle, NY 10801**

The proposer shall include three (3) copies of the RFP documents for consideration.

The proposer shall be responsible for the placement of his/her firm’s name on the outside of the proposal envelope.

Request for additional information should be directed in writing to Angela Farrish, 50 Sickles Ave, New Rochelle, NY 10801 or afarrish@nrmha.org no later than **April 5, 2019 3pm**. Prevailing Time.