



Yolo County Housing

Request for Proposals for:

Eviction-Related Services

Proposals Due

All proposals must be received no later than
3:00pm, Thursday, September 29, 2016

Yolo County Housing
147 West Main Street, Woodland, CA 95695

www.ych.ca.gov

530-662-5428

I. Introduction

A. General Information

Yolo County Housing (YCH) is seeking proposals from experienced, qualified attorneys, firms, and programs to provide eviction services to the agency. YCH provides year-round rental assistance through low cost housing that it owns and manages, as well as through housing that it owns in partnership. It also provides assistance through its Housing Choice Voucher (formerly known as Section 8) program, Project-Based Voucher program and Homeownership program. Other units covered by this agreement will include units owned and/or managed by its non-profit subsidiary, New Hope Community Development Corporation (NHCDC). YCH also provides decent and safe temporary housing to migrant farmworker families during the County's agricultural season operating two centers in Yolo County and one in Solano County through the Dixon Housing Authority. This wide range of activities sometimes necessitates legal services on an equally wide range of subjects and in federal, state and local jurisdictions.

Yolo County Housing reserves the right to issue a single contract, multiple contract or to issue no contracts as a result of this RFP.

B. Background

Yolo County Housing was created in 1950 and its primary programs are federally-funded through the United States Department of Housing and Urban Development (HUD) and through the State of California Housing and Community Development Department. Yolo County Housing and its allied organizations provide assistance to approximately 8,000 extremely low to moderate income persons through their various programs and agencies. Total assisted units from all programs is over 2,760. (*Attachment A - YCH Properties List*)

C. Term of Agreement

The anticipated term of the Agreement is to be three (3) years from the executed date of the Agreement with a provision to extend up to an additional two (2) years.

D. Instructions to Proposers

1. Submission of Proposals are due by 3:00pm, Thursday, September 29, 2016:

All proposals shall be submitted to:

Yolo County Housing
Attn: General Director
147 W. Main Street
Woodland, CA 95695

Or via email at jholt@ych.ca.gov

2. Clarifications to RFP

Clarifications or substantive changes to the RFP specifications, if any, prior to the proposal submission due date will be disseminated to all interested parties via YCH website at www.ych.ca.gov.

3. Examination of Proposal Documents

The Submission of a proposal shall be deemed a representation and certification by the Proposer that they:

- a) Have carefully read and fully understand the information that was provided by YCH to serve as the basis for submission of this proposal.
- b) Have capability to successfully undertake and complete the responsibilities and obligations of the proposal being submitted.
- c) Represent that all information contained in the proposal is true and correct.
- d) Did not, in any way, collude; conspire to agree, directly or indirectly, with any person, firm, corporation or other Proposer in regard to the amount, terms or condition of this proposal.
- e) Acknowledge that YCH has the right to make any inquiry it deems appropriate to substantiate or supplement information supplied by Proposer, and provide any and all related documentation in a timely manner.

No request for modification of the proposal shall be considered after its submission on grounds that Proposer was not fully informed to any fact or condition. YCH shall not be responsible for, nor be bound by, any oral instructions, interpretations or explanations issued by YCH or its representatives.

YCH reserves the right to accept or reject any and all proposals, to waive any irregularities in any proposal process, and to make an award, or multiple awards, of contract in any manner in which YCH, acting in the sole and exclusive exercise of its discretion, deems to be in YCH's best interest. The award of the contract will not necessarily be made to the firm offering the lowest price.

At the option of YCH, finalists may be selected for a final round of negotiations; however, vendors are encouraged to present their best offers with their initial submission.

4. Questions regarding Proposal

All questions regarding this RFP should be directed to Tom Dogias, Real Estate Services Supervisor, 530-669-2220, tdogias@ych.ca.gov or Janis Holt, General Director, 530-669-2211 or jholt@ych.ca.gov .

E. Attachments

The attachments below are included with this Request for Proposals (RFP) for your review and/or submittal:

1. Yolo County Housing Properties List (**Exhibit A**)
2. Sample Yolo County Housing Agreement for Professional Services, Compliance with Federal Requirements and YCH Insurance Requirements (Exhibit B)
3. Form 5369-C: Certifications and Representations of Offerors (Exhibit C)

F. Deadline for submittal is 3:00pm, Thursday, September 29, 2016.

1. One original copy mailed to the agency is required.
2. Up to three additional copies of the proposal may be mailed or electronic submission is acceptable.

II. Scope of Services

A. Eviction-Related Services

Proposals from qualified firms to provide Eviction Services to Yolo County Housing for owned and/or managed units throughout its' portfolio. Provide pricing for the following services as well as hourly fees and any other associated costs for these services.

Services shall include attorney fees for uncontested unlawful detainer and for contested unlawful detainer.

Work may consist of assisting and advising YCH on property management (e.g. lease enforcement) issues, including but not limited to, rent collection; lease terminations and evictions; interacting with and counseling tenants, representing YCH in grievance hearings, mediation sessions and in court proceedings; following through with vacating units and disposing of personal property; collections resulting from terminations and/or evictions; fraud recovery; and other closely related functions as determined by YCH and Consultant (such as lease review).

Eviction Issues

1. Non-Payment of Rent Cases

- a. Review of “Notice to Quit” for legal validity.
- b. Client consultation regarding particular matter presented.
- c. Prepare unlawful detainer pleadings.
- d. File and (or review) serve summons and complaints, if requested.
- e. Perform all required actions from initiation of the unlawful detainer action to final disposition including responding to motions and demurrers, responding to and promulgating discovery; performing any necessary research and drafting of court documents, and appearing in court on behalf of YCH.
- f. Perform related tasks as assigned by YCH in a timely and thorough manner, providing effective communication with YCH as to the status and outcome of the issues.

2. For Cause Cases

- a. Prepare (or review) and serve, if requested, notices for “For Cause” lease violations.
- b. Prepare unlawful detainer pleadings.
- c. File and serve the summons and complaint.
- d. Perform all required actions from initiation of the unlawful detainer action to final disposition including responding to motions and demurrers, responding to and promulgating discovery, performing any research and drafting of court documents, and appearing in court on behalf of YCH.
- e. Provide weekly status reports to YCH on pending cases.
- f. Perform related tasks as assigned by YCH.
- g. Perform all required actions for complex unlawful detainer cases and related actions, such as writs and appeals.

3. Miscellaneous Related Services

- a. Timely telephone status reports on progress of evictions.
- b. Pickup and delivery of related paperwork for multiple evictions.
- c. Attend grievance and pre-eviction meetings as requested.
- d. Periodic review of YCH property management forms, admission policies, management policies, etc. as requested.
- e. Staff training services (optional).
- f. Attendance at YCH Commission meetings, as needed, to report on specific cases.

III. Proposal Format:

These instructions outline the guidelines governing the format and content of the proposal and the approach to be used in its development and presentation. The intent of the RFP is to encourage responses that clearly communicate the Proposer's understanding of YCH's requirements and its approach to successfully provide the products and/or services on time and within budget. Only that information which is essential to an understanding and evaluation of the proposal should be submitted.

Submittals are to be stapled or bound, single-sided standard sized (8.5" x 11") pages. Number each page. Brevity is encouraged; however, be sure to fully address each item listed below as part of your RFP submittal. To facilitate review by the Selection Committee, please submit information in accordance with the following format:

A) Eviction Services - Proposal Content

1. A cover letter introducing your firm, its location, and history; executed by an authorized signatory firm.
2. Provide the name of the lead counsel(s) for the Agency's assignments and resume.
3. Provide the firm name, address, and telephone and fax numbers, and specify the form of the legal entity.
4. Provide client reference information, with particular references to other public agency clients and types of cases handled or services provided.
5. Specify the legal service specialty area(s) of the firm.
6. Submit a current rate sheet and firm brochure of services; specify if there is a lower rate for public agencies, and a description of how case assignments are handled within the firm in terms of lead attorney, associates, partners and paralegal involvement to insure quality and cost-effective service.
7. For unlawful detainer services, indicate whether the firm imposes a per case fee, in lieu of an hourly rate, for pre-trial work and additional cost if the case is tried in court. In addition, indicate whether there is a discount based on the number of cases assigned within a given time period.
8. Indicate any anticipated increases in fees for subsequent years to the Agreement.
9. Indicate whether the firm offers staff training services and the fee for such services.
10. Complete and return as part of your proposal **Exhibit C - HUD Form 5369-C-Certifications and Representations of Offerors**. Required to be considered for award of contract.
11. Compliance and Potential Conflicts

Audit and investigation. Has your firm been audited or investigated by any regulatory agency within the past five (5) years? If yes, discuss the outcome of the audit or investigation and any changes that were made as a result.

Litigation or Proceedings. Please list all lawsuits or litigation and the result of the that action resulting from (a) any public project undertaken by the Proposer or by its subcontractors where litigation is still pending or has occurred within the last five (5) years or (b) any type of project where claims or settlements were paid by the Contractor or its insurers with the past five (5) years.

Conflict of Interests. Describe in detail any potential conflicts of interest your firm may have in regards to this engagement.

Exceptions. The Proposer is expected to agree with the form of the contract and its terms and conditions. However, if the Proposer has any specific exceptions, such exceptions should be set forth in a separate document included with its response to this RFP. YCH is under no obligation to entertain or accept any such specific exceptions. Failure to raise issues at the time of Proposal submission shall preclude the raising of such issues at a later time. Only that information which is essential to an understanding and evaluation of the proposal should be submitted.

IV. Review and Selection Process

Proposals will be evaluated to determine the extent to which the firm's proposal meets the needs of Yolo County Housing. The following point values will be used for evaluation purposes:

<u>Criteria</u>	Points
Quality and completeness of proposal	10
Experience (comparable, demonstrated experience)	25
Staff (experience, qualifications, knowledge)	25
Competitive Rates/Fees	25
Prior record of performance with other governmental agencies (PHA'S)	15
Total Possible Points	100

A Review Panel will be appointed by the General Director. The Panel will conduct a qualifications-based ranking process. At the option of YCH, finalist may be selected for a final round of negotiations; however, proposers are encouraged to present their best offers with their initial submission.

V. Schedule of RFP Process for Eviction Services and/or Hearing Officer:

Issue RFP	August 31, 2016
Extended Submittal Deadline:	September 29, 3:00pm
Panel Review of Submissions:	Tentatively, October 4, 2016, 1:00pm
Interviews	Tentatively the Week of October 10, 2016
Notify Proposers	October 20, 2016
Initiative Agreement	November 1, 2016

RFP SIGNATURE

This Request for Proposals is hereby issued this 31st Day of August, by Yolo County Housing:

Janis R. Holt, General Director