

Request for Proposals: Legal Services for Boise City / Ada County Housing Authorities

Introduction:

The Boise City / Ada County Housing Authorities (BCACHA) are seeking proposals from qualified legal firms to provide legal services related to tenancy compliance and evictions in both market rate apartments and HUD-funded programs, including but not limited to Public Housing, Section 8, Coordinated Housing Options and Individualized Services (CHOIS), Office on Violence Against Women (OVW), and Veterans Affairs Supportive Housing (VASH). BCACHA is responsible for managing a significant number of housing units and ensuring compliance with federal, state, and local regulations governing tenant-landlord relationships. This will require current knowledge of state and federal Fair Housing Law and Landlord Tenant Law. In addition to legal representation in eviction matters, BCACHA seeks ongoing legal consultation services to support the agency's operations and ensure legal compliance across all housing programs. This includes legal review and interpretation of agency policies, consultation on complex tenant matters, risk assessment, assistance with navigating regulatory requirements, and contract development and document review. The selected firm will serve as a legal advisor on a range of matters that may arise in day-to-day administration, compliance, and enforcement of housing-related rules.

Scope of Services:

The selected legal firm will be responsible for providing legal counsel and representation in eviction proceedings, including but not limited to:

- Reviewing lease documents, eviction notices and related documentation.
- Preparing legal documents for Eviction from BCACHA properties.
- Filing legal documents with the court and serving the defendant.
- Representing BCACHA in court proceedings, including negotiations, hearings, and trials.
- Advising BCACHA on legal strategies and options for resolving eviction cases.
- Ensuring compliance with all relevant laws and regulations governing eviction procedures.
- Providing regular updates and reports on the status of eviction cases.
- Providing legal guidance on the interpretation and application of federal, state, and local laws and regulations that impact BCACHA programs (e.g., HUD regulations,

- Fair Housing Act, Americans with Disabilities Act (ADA), Violence Against Women Act (VAWA), Section 504, Idaho landlord-tenant law).
- Advising on tenant-related matters including, reasonable accommodation requests, tenant complaints, disputes, or other situations.
- Reviewing and advising on agency policies, tenant selection plans, lease templates, grievance procedures, and administrative documents to ensure legal sufficiency and compliance.
- Offering consultation on landlord-tenant matters that fall outside of active litigation, such as resolution of ongoing tenancy issues, warnings, and terminations that do not yet involve formal eviction.
- Assisting in policy development, revisions, and annual plan updates to reflect changes in regulations or best practices.
- Evaluating legal risks associated with proposed agency actions or unusual tenant situations and advising on mitigation strategies.
- Reviewing and drafting contracts, MOUs, partnership agreements, and service provider agreements to ensure legal sufficiency, clarity, and risk mitigation.
- Providing consultation on contract negotiation strategies and enforcement provisions.
- Identifying and addressing legal risks or ambiguities in existing or proposed contract language.

Selection Process:

BCACHA intends to evaluate the proposals and possibly invite one or more firms to be interviewed before making a final selection of a firm for representation. BCACHA will notify selected firms of the date and times of any interview. BCACHA reserves the right to make a selection based solely on statements of qualifications received.

The respondent selected will negotiate with BCACHA on fees and contract terms. If a reasonable fee cannot be achieved with the respondent of choice, negotiations will proceed with other qualified respondents until a mutually agreed contract can be negotiated.

Criteria for Evaluation:

Proposals will be evaluated based on the following weighted criteria. Each criterion will be scored on a scale of 0 to 5, where 0 indicates the criterion is not addressed at all, and 5 indicates an exceptional response. The score for each criterion will be multiplied by the corresponding weight to calculate a weighted score. The total possible score is 100 points.

Evaluation Criteria	Weight (%)	Description
Understanding of Scope	20%	Demonstrated understanding of BCACHA’s legal service needs, including tenancy compliance, eviction representation, regulatory consultation, and risk assessment.
Experience and Expertise	25%	Relevant experience providing legal services to public housing authorities or similar organizations; demonstrated knowledge of HUD programs, Idaho landlord-tenant law, and Fair Housing regulations.
References	10%	Quality and relevance of references from comparable clients.
Cost Structure	15%	Clarity and competitiveness of the proposed fee schedule, including hourly rates, flat fees, and any other billable expenses.
Compliance with Submission Requirements	5%	Adherence to the RFP format, completeness of submittal, and inclusion of all requested documentation.
Proposal Content and Organization	15%	Quality of the written proposal, organization, thoroughness, and ease of review.
Overall Presentation and Clarity	10%	Professionalism of the proposal, clarity of writing, and alignment with BCACHA’s expectations.

Total Possible Score: 100 Points

The highest-scoring proposals may be selected for an interview before final selection. BCACHA reserves the right to make a selection based solely on submitted proposals.

Additional instructions, notifications, and information:

- *All Information True – By submitting a response, Respondents represent and warrant that all information provided in the response submitted shall be true, correct and complete. Respondents who provide false, misleading, or incomplete information, whether intentional or not, may be excluded.*
- *Cost of Responses – BCACHA will not be responsible for the costs incurred by anyone in the submittal of responses.*
- *Contract Negotiations – This RFP is not a contract or commitment of any kind. If this RFP results in a contract offer by BCACHA the specific scope of work, associated fees, and other contractual matters will be determined during contract negotiations.*
- *No Obligation – BCACHA reserves the right to evaluate the responses submitted; waive any irregularities therein; select candidates for the submittal of more detailed or*

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- *alternate proposals; accept any submittal or portion of submittal; reject any or all Respondents submitting responses, should it be deemed in BCACHA's best interest; or cancel the entire process.*
- *Professional Liability Insurance – The Respondent shall have the appropriate liability insurance certificate by an insurer authorized to transact insurance in the State of Idaho.*

Proposal Submission:

Interested firms are invited to submit their proposals by August 21, 2025 to:

Mallory VanDercar
Administrative Services Manager
Boise City / Ada County Housing Authorities
1001 S Orchard St, Boise ID 83705
mvandercar@bcacha.org
(208) 287-1053

Proposals should include the following:

Submittals will be received until August 21, 2025 at Boise City/Ada County Housing Authorities, 1001 S. Orchard St., Boise, Idaho, 83705. Submittal may be sent via US Postal Service, hand delivered to our office or electronically submitted to Mallory VanDercar (mvandercar@bcacha.org). Envelope (on the outside) or Subject line shall be clearly marked “**RFP for Legal Services**”. Please provide one hard copy or one electronic copy.

Content of Submittal:

Firm Information

- a. Firm name, address, and telephone number.
- b. Structure of firm, i.e., sole proprietorship, partnership, corporation, and size of the firm.
- c. Name of principals in firm.
- d. Primary contact.
- e. Organizational description.
- f. Description of firm's familiarity and experience with Housing Authorities.

General History/Qualifications

- a. A brief history of the Attorney or firm and the services routinely provided.
- b. An organization chart that explains team member responsibilities.

- c. The resumes of all persons to be assigned with their prospective roles identified.
- d. Documentation that the firm, or the Attorney's team are registered in the State of Idaho.

Experience and References

- a. Discussion of Attorney's experience in working with similar type legal proceedings.
- b. List of comparable cases, whether ongoing or completed, including references if applicable.

Management and Organizational Approach

Please describe your management and organization approach. The following should be addressed with this description:

- a. Describe your firm's understanding of the scope of services.
- b. Describe how the firm will organize to perform the services.
- c. Cost structure, including rates, fees, and other expenses

Proposals will be reviewed and evaluated by a selection committee appointed by BCACHA. Shortlisted firms may be invited to participate in interviews or provide additional information as part of the evaluation process. BCACHA reserves the right to reject any or all proposals and to negotiate specific terms and conditions with the selected firm.

Thank you for considering this request. We look forward to receiving your proposal and potentially establishing a successful partnership to support the legal needs of Boise City / Ada County Housing Authorities.