

**Request for Proposal
and
Statement of Qualifications
For Legal Services**

INFORMATION

- A. _____ Cooperative is requesting proposals with Statements of Qualifications from law firms experienced in representing Housing Cooperatives to be designated as the Cooperative attorney. The Cooperative Attorney is appointed by the Board of Directors.
- B. Sealed proposals must be received by the Board of Directors by Time on Month/Day/Year. Envelope should be clearly marked “Cooperative Attorney Proposal” so that no error in opening will occur.

Interested firms should submit five (5) copies of their proposal in the format described below to:

COOPERATIVE
Attention: Board of Directors
Address
City, State Zip

SCOPE OF SERVICES

A. Duties

In accordance with the Articles of Incorporation and the Cooperative Bylaws, the Cooperative Attorney shall perform the following duties:

1. Act as legal advisor to the Board of Directors.
2. Advise the Board of Directors relative to hiring of vendors.
3. Handle all Landlord Tenant actions including, but not limited to: nonpayment's and evictions.
4. Litigate all matters that may arise including, but not limited to: actions against the Cooperative; actions against the Board of Directors; contested Landlord Tenant actions.
5. Perform other duties as may be described by the Bylaws and Articles of Incorporation.

B. Estimated Workload and Support Services

1. The Cooperative does not guarantee a set workload or billable hours.
2. The Cooperative attorney shall provide all the administrative services and support necessary to manage the workload in order to complete all assignments. This includes office facilities, support staff and supplies and equipment.

3. For all work product and services, the Cooperative Attorney shall provide time records and detailed costs for supplies and other service items that are billed to the Cooperative.

RFP INFORMATION

_____ Cooperative has tried to make this submission as brief as possible while still collecting sufficient information to ascertain the experience and capabilities of your firm.

*** Firms failing to meet any one of the following requirements or minimum eligibility criteria will be rejected without further evaluation*

- The proposal must include all required information requested in this section of the RFP.
 - A minimum of five (5) years experience representing Housing Cooperative's by at least one firm principal.
- A. Provide background information on your firm to include the following:
 1. Office location(s)
 2. Explain why your firm is qualified to handle the legal services for the Cooperative and why you are interested in this work.
 3. Identify the key contact person for the firm for this proposal.
 4. Membership and participation in Housing Cooperative Associations.
 - B. Provide information on your firm's specific Cooperative experience that demonstrates your firm's ability to handle this assignment.
 - C. Describe how your firm will handle the day-to-day activities of this assignment.
 - D. Provide a list of recent and/or current Cooperative clients, including a contact person with address and telephone number.
 - E. Provide a brief resume of qualifications for each person to be assigned to provide services to the Cooperative under this proposal.
 - F. Provide a statement that the firm will maintain comprehensive liability, professional liability and workers' compensation insurance on all staff assigned to work for the Cooperative.
 - G. The Cooperative will not be liable for any costs incurred by any firm in responding this RFP.
 - H. Provide any further information you consider to be of value in evaluating your firms qualifications.
 - I. Cost Proposal
 1. Please list the hourly rate(s) to be charged to perform legal services.
 2. Indicate cost reimbursement expenses. (e.g. filing fees, process server fees, research fees, mileage, copies, phone service, etc.)

REVIEW AND EVALUATION PROCESS

It is our intention to select the firm that presents the best combination of experience, capacity and hourly rate(s) to the needs of our Cooperative. We will review the documents submitted, call references and others who have worked with your firm. We may request a site visit to your office to meet the firm's staff and principals working on this matter.

INSTRUCTIONS ABOUT SUBMISSIONS AND KEY DATES

Five (5) copies of your proposal and all attachments and exhibits must be received by close of business on Day, Month, Date, Year to the Board of Directors of _____ Cooperative. Send all proposals to the address listed here:

_____ COOPERATIVE
Attention: Board of Directors
Address
City, State Zip