

AGENDA ITEM REQUEST FORM

Department: Rent Program

Department Head: Bill Lindsay

Phone: 620-6512

Meeting Date: June 21, 2017

Final Decision Date Deadline: June 21, 2017

STATEMENT OF THE ISSUE: At their meeting on May 24, 2017, the Rent Board adopted amended Fiscal Year 2016-17 and Fiscal Year 2017-18 Rent Program Budgets. These budgets allocate funds for legal services for Tenants and Landlords. The issuance of a Request for Proposals and Qualifications (RFP/Q) is necessary in order to solicit proposals from potential legal service providers.

INDICATE APPROPRIATE BODY

- | | | | | |
|---|---|--|--|---|
| <input type="checkbox"/> City Council | <input type="checkbox"/> Redevelopment Agency | <input type="checkbox"/> Housing Authority | <input type="checkbox"/> Surplus Property Authority | <input type="checkbox"/> Joint Powers Financing Authority |
| <input type="checkbox"/> Finance Standing Committee | <input type="checkbox"/> Public Safety Public Services Standing Committee | <input type="checkbox"/> Local Reuse Authority | <input checked="" type="checkbox"/> Other: <u>Rent Board</u> | |

ITEM

- | | | |
|---|--|---|
| <input type="checkbox"/> Presentation/Proclamation/Commendation (3-Minute Time Limit) | | |
| <input type="checkbox"/> Public Hearing | <input type="checkbox"/> Ordinance | <input type="checkbox"/> Other: <u>Training</u> |
| <input type="checkbox"/> Contract/Agreement | <input type="checkbox"/> Council As Whole | |
| <input type="checkbox"/> Grant Application/Acceptance | <input type="checkbox"/> Claims Filed Against City of Richmond | |
| <input type="checkbox"/> Resolution | <input type="checkbox"/> Video/PowerPoint Presentation (contact KCRT @ 620.6759) | |

RECOMMENDED ACTION: DIRECT staff to negotiate and execute legal services contracts for representation of Tenants and Landlords in a total contract amount not to exceed \$155,494 for Fiscal Year 2016-17 and Fiscal Year 2017-18– Rent Program (Shasa Curl/Paige Roosa 620-6512).

AGENDA ITEM NO:

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AGENDA REPORT

RENT PROGRAM

DATE: June 21, 2017

TO: Chair Gray and Members of the Rent Board

FROM: Shasa Curl, Administrative Chief
Paige Roosa, Management Analyst

SUBJECT: DRAFT REQUEST FOR QUALIFICATIONS AND PROPOSALS FOR
LEGAL SERVICES

STATEMENT OF THE ISSUE:

At their meeting on May 24, 2017, the Rent Board adopted amended Fiscal Year 2016-17 and Fiscal Year 2017-18 Rent Program Budgets. These budgets allocate funds for legal services for representation of Tenants and Landlords. The issuance of a Request for Proposals and Qualifications (RFP/Q) is necessary in order to solicit proposals from potential legal service providers.

RECOMMENDED ACTION:

DIRECT staff to negotiate and execute legal services contracts for representation of Tenants and Landlords in a total contract amount not to exceed \$155,494 for Fiscal Year 2016-17 and Fiscal Year 2017-18 – Rent Program (Shasa Curl/Paige Roosa 620-6512).

FISCAL IMPACT:

In accordance with the adopted Fiscal Year 2016-17 and Fiscal Year 2017-18 Rent Program Budgets, contracts for additional legal services for representation of Tenants and Landlords shall not exceed \$155,494.

DISCUSSION:

Background

The Request for Qualifications and Proposals prepared by staff members will allow the Rent Program to solicit proposals for legal services on an as-needed basis to provide legal assistance to tenants and landlords specifically with regard to the Richmond Fair Rent, Just Cause for Eviction, and Homeowner Protection Ordinance, other rent related ordinances and resolutions, and regulations, rules and policies that the Rent Board adopts. These legal services may include, but are not limited to, providing advice and counsel, *pro per* assistance, preparing formal correspondence, and providing representation at hearings under the ordinances or regulations or at trial concerning an unlawful detainer complaint.

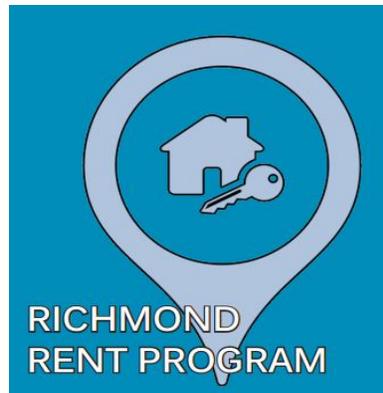
Following review of the qualifications and proposals submitted, it is anticipated that staff members will compile a list of qualified legal service providers to respond to the diverse needs of Richmond's population.

Next Steps

It is anticipated that the RFQ/P could be disseminated as early as June 30, 2017.

DOCUMENTS ATTACHED:

Attachment 1 – Request for Qualifications and Proposals, June 21, 2017



CITY OF RICHMOND RENT PROGRAM

**Richmond Fair Rent, Just Cause for Eviction, and
Homeowner Protection Ordinance (RMC 11.100)**

DRAFT

REQUEST FOR QUALIFICATIONS AND PROPOSALS FOR LEGAL SERVICES

June 21, 2015

CITY OF RICHMOND RENT PROGRAM REQUEST FOR QUALIFICATIONS AND PROPOSALS FOR LEGAL SERVICES

The City of Richmond Rent Program is soliciting proposals from legal services providers to provide legal assistance to tenants and landlords specifically with regard to the Richmond Fair Rent, Just Cause for Eviction, and Homeowner Protection Ordinance and the Relocation Ordinance, codified in Chapters 11.100 and 11.102, respectively, of the Richmond Municipal Code, as well as with other rent-related ordinances that the City Council may adopt in the future, resolutions adopted by the City Council to implement rent-related ordinances and regulations, and rules and policies that the Rent Board adopts to implement the rent-related ordinances and resolutions.

This Request for Qualifications and Proposals may be obtained online at www.richmondrent.org or by visiting the Rent Program office, located on the second floor of 440 Civic Center Plaza, Richmond, CA 94804. One (1) original and five (5) copies of the sealed proposals must be submitted to the Rent Program Office in hard copy no later than 12:00 PM on Friday, July 21, 2017, at the following address:

**City of Richmond Rent Program
Attn: Shané Johnson
440 Civic Center Plaza, Suite 200
Richmond, CA 94804**

The initial contract shall extend for the duration of the 2017-18 Fiscal Year and shall not exceed the amount for legal services adopted by the Rent Board in the Fiscal Year 2016-17 and Fiscal Year 2017-18 Rent Program Budget. That budget could be revised, however, depending on the amount of the Rent Program Fees that the Richmond City Council adopts.

Any questions or requests regarding this Request for Qualifications and Proposals may be submitted in writing to Shané Johnson at shane_johnson@ci.richmond.ca.us. Written responses to inquiries received by 5:00 PM on Tuesday, July 18, 2017, will be posted at www.richmondrent.org.

INTRODUCTION

The City of Richmond Rent Program is soliciting proposals for legal services on an as-needed basis to provide legal assistance to tenants and landlords specifically with regard to the Richmond Fair Rent, Just Cause for Eviction, and Homeowner Protection Ordinance, other rent related ordinances and resolutions, and regulations, rules and policies that the Rent Board adopts. These legal services may include, but are not limited to, providing advice and counsel, *pro per* assistance, preparing formal correspondence, and providing representation at hearings under the ordinances or regulations or at trial concerning an unlawful detainer complaint.

The City of Richmond Rent Program was established following voter approval of the Richmond Fair Rent, Just Cause for Eviction, and Homeowner Protection Ordinance (“Ordinance”) in November, 2016. The Rent Program is charged with implementation of the Ordinance, which applies to roughly 25,000 rental units in the City.

It is anticipated that Rent Program staff members will compile a list of qualified legal service providers to respond to the diverse needs of Richmond’s population.

SCOPE OF SERVICES

Legal services providers will provide a range of assistance to tenants and landlords in connection with the Fair Rent, Just Cause for Eviction, and Homeowner Protection Ordinance, other rent related ordinances and resolutions, and regulations, rules and policies that the Rent Board adopts, which may include, but are not limited to the following:

- Assisting in the preparation of notices of termination of tenancy, rent increases, or changes in terms of tenancy;
- Assisting in the preparation of responses to notices of termination of tenancy, rent increases, or changes in terms of tenancy;
- Representation in the context of settlement negotiations prior to and after receiving an unlawful detainer complaint;
- Representation in the context of hearings regarding Rent Adjustment Petitions and Excess Rent Complaints; and
- Responding to Unlawful Detainer Complaints.

SUBMISSION INSTRUCTIONS

Respondents to this Request for Proposals and Qualifications are required to submit by mail or hand delivery one (1) original and five (5) copies of their proposal no later than **Friday, July 21, 2017, at 12:00 PM** to:

City of Richmond Rent Program
Attn: Shané Johnson
440 Civic Center Plaza, Suite 200
Richmond, CA 94804

The proposals must be in a sealed envelope marked with the respondent's name, address, and telephone number.

The Rent Program reserves the right to extend the time for receipt of proposals.

PROPOSAL SUBMISSION REQUIREMENTS AND CRITERIA

The proposal shall be formatted as follows:

- I. **Letter of Interest.** A cover letter introducing the individual, firm or organization and expressing interest in providing services to the Richmond community.

- II. **Individual, Firm or Organization Information.** If the proposer is an individual, provide the number of years the respondent has been providing legal services. Provide the date the firm or organization was established and the number of consecutive years the proposer has been providing legal services. Proposer shall also provide the name and address of all municipal organizations or programs to which the proposer is providing legal services in the San Francisco Bay Area and any significant municipal or public entity clients located elsewhere.

- III. **Service Approach.**
 - a. Describe in detail how you, or your firm/organization will services to Tenants and Landlords as well as your, or the firm or organization's, expertise and ability to provide services in the following areas:
 - i. Tenant and landlord law in the State of California;
 - ii. Applicable Federal and State regulations related to rental housing;

- iii. Local rent control and just cause for eviction ordinances, including the City of Richmond’s Fair Rent, Just Cause for Eviction, and Homeowner Protection Ordinance;
 - iv. Providing services to diverse populations, in terms of native language, socioeconomic status, race, ethnicity, gender, and religion; and,
 - v. Court and administrative hearing appearances
 - b. Describe your, or your firm or organization’s, ability to respond to time-sensitive matters as requested by the Richmond Rent Program, such as emergency court appearance.
 - c. Provide the names and resumes of any key personnel that will be working directly with the Rent Program, Board, and Richmond community members.
- IV. **Licenses.** Please provide your State Bar number.

EVALUATION PROCESS

Proposals will be reviewed by a Rent Program Legal Services Review Committee. Proposals shall be reviewed in four general phases:

1. All proposals will be evaluated based on the proposal submission requirements and criteria.
2. The Rent Program Legal Services Review Committee shall rate and compose a short list of proposers based on the submission requirements and criteria.
3. Fee proposals will be reviewed and evaluated.
4. A proposer or the Rent Program Legal Services Review Committee may request an interview to introduce attorneys who would be assigned to Rent Program cases.

Those proposals which are found to be most advantageous in serving the interests of the Rent Program, with price and all evaluation factors considered, will be recommended to the Rent Program for contract award.

A. TECHNICAL EVALUATION CRITERIA

1. **Experience with local, state, and federal laws, regulations, and litigation in local courts.**

Demonstrated professional qualifications, education, and training. Must have at least five (5) years of minimum previous experience with local and state tenants and landlord laws.

Preference given to those organizations or firms with experience in jurisdictions with rent control/stabilization and/or just cause for eviction policies.

2. **Responding to Rent Program needs.**

Demonstrated ability to respond promptly to Rent Program needs relating to emergency court actions or other emergency legal matters and provides a high quality of representation. Please provide references.

3. **Familiarity with the City of Richmond and ability to serve the Richmond community.**

Demonstrated ability to provide services to a diverse population of tenants and/or landlords in the City of Richmond.

B. **FEE PROPOSAL**

Please include the amount the proposer will charge by an hourly rate for each category of legal services. This rate shall be fixed throughout the duration of the contract.

The fee proposal, although secondary to the technical evaluation criteria consideration above, will be considered in determining the proposals most advantageous to the Rent Program; however as technical evaluation points become more equal, price may become the determining factor. While the fee proposal has no numerical weight, it is criterion in the overall evaluation of proposals. The fee proposal must be considered reasonable. A contract may be awarded to a proposer who does not submit the lowest fee proposal.

OTHER TERMS AND CONDITIONS

I. **Rent Program Options.**

The Rent Program reserves the right to cancel this RFP, or to reject, in whole or in part, any and all proposals received in response to this RFP. The Rent Program, upon its determination, further reserves the right to waive any minor informality in any proposals received, if it is in the public interest to do so. The determination of the criteria and process whereby proposals are evaluated, the decision as to who shall receive a contract award, or whether or not to award, shall be made as a result of the RFP, shall be at the sole and absolute discretion of the Rent Program.

II. **Payment Terms.**

Proposer will be required to submit invoices on a monthly basis. The invoice will include a breakdown of all services provided and the hourly rate for such services.

ATTACHMENTS

Attachment 1 – Richmond Fair Rent, Just Cause for Eviction, and Homeowner Protection Ordinance (RMC 11.100)

Attachment 2 – Richmond Relocation Ordinance (RMC 11.102)

Attachment 3 – Richmond Relocation Ordinance Fee Schedule

Attachment 4 – Rent Program Brochure

Attachment 5 – Richmond Rent Program Fiscal Year 2017-18 Budget (Adopted: May 24, 2017)

Attachment 6 – Richmond Rent Board Regulation 17-02, regarding Petitions for a Rent Adjustment and Administrative Complaints for Excess Rent

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