

REQUEST FOR QUALIFICATIONS

LEGAL REPRESENTATIVE FOR THE PORT ISABEL HOUSING AUTHORITY

A. PURPOSE

The Housing Authority of Port Isabel (PIHA)/Port Isabel Public Facilities (PIPFC) is requesting proposals from qualified attorneys to serve as Housing Authority Attorney. While this is a solicitation specifically for an individual to serve as the PIHA Attorney, if the Attorney is a member of a law firm, other attorneys in that firm may also provide legal services to the PIHA in connection with this agreement.

B. BACKGROUND

The Port Isabel Housing Authority is located in Port Isabel, Texas. The Housing Authority is comprised of 80 Public Housing Units, 110 Section 8 Voucher Program and 73 Units of LIHTC units. The Housing Authority is governed by a five (5) member board of commissioners appointed by the local Mayor. The Housing Board selects the Executive Director.

C. SCOPE OF SERVICES

The Housing Authority Attorney is required to provide legal advice and counsel to the Housing Authority on a variety of matters pertaining to Housing Authority operations. Advise and legal support may also be provided to the Housing Commissioners and Executive Director. The delivery of services is coordinated through the Executive Director or Chairman and may only be requested by the same or with the approval of the same.

The legal services to be provided include, but are not limited to:

- Providing a variety of proactive, high quality and timely opinions to the Housing Authority Board and staff.
- Attending Housing Authority meeting and occasional Special-Called meetings when requested.
- Attending the PIPFC Regular Board Meetings and Special Called Meetings when requested.
- No travel charge to and from Housing/PIPFC Board Meetings and special called meetings.
- Reviewing and or drafting documents as requested by the Housing Authority Director or Board.
- Negotiating as well as assisting with contracts disputes
- Representing the Housing Authority against legal claims.
- Other services as may be directed by the Director or the Housing Authority Board.

REQUIRED SUBMISSIONS

Please organize and present your responses in the order listed below; and thoroughly address each issue:

a. A letter indicating the firm's interest in providing the services and any other information that would assist the Housing Authority in making a selection. This letter must be signed by a person legally authorized to bind the Firm to a contract,

b. A background and qualifications statement stating the name and address(es) of the firm or individual attorney, and describing your capabilities and the history of your firm and the servicing office

c. List of attorneys to be assigned to this representation, including the proposed Housing Authority Attorney and others who are expected to perform material services, identifying their areas of expertise. Please provide resumes for each of these attorneys, their roles in representing other Housing Authorities, if any, including Housing Authority litigation experience.

d. Information that explains your firm's ability to perform, implement and administer these services, to emphasize experience with other similar Housing Authorities. Summarize all areas of relevant expertise and experience, including the types of services supplied to past and present clients.

e. A list of not less than three Housing Authority client's references (cities or towns) for which services similar to those outlined herein have been provided within the past five (5) years or are currently being provided. This list should include the following:

f. Name of Housing Authority g. Timeframe of Legal Services

h. Legal services provided by the firm

i. Name, email address and telephone number of the principle contact of the Housing Authority

j. A description of the firm's professional liability insurance per-claim and annual aggregate limits. A copy of the malpractice policy declaration page.

k. Include your hourly rate as well as a fixed annual rate for service and will not charge for travel. A concluding statement as to why your law firm is best qualified to meet the needs of the Port Isabel Housing Authority, including any other information you deem relevant to your proposal.

SUBMISSION OF PROPOSALS

Proposals must be signed by an authorized member of the firm and the name, address, email address and telephone number of a representative qualified to answer questions during the review process must be included.

Please submit five hard copies of the proposal to:

Karena Bennett

Port Isabel housing Authority Executive Director

Port Isabel Housing Authority

106 Port Rd.

Port Isabel, Texas 78578

All proposals must be received by 5:00 PM on Thursday, July 16th, 2026.