



REQUEST FOR PROPOSAL (RFP), LEGAL SERVICES

Release date: 2/4/2025

REQUEST FOR PROPOSAL:

The McHenry County Housing Authority is requesting proposals from interested and qualified individuals and law firms to provide and perform legal services to the McHenry County Housing Authority.

The McHenry County Housing Authority is governed by a seven member Board of Commissioners that is appointed by the McHenry County Board. The McHenry County Housing Authority operates the following programs: Section 8 Housing Choice Voucher Program, Public Housing, Senior and Disabled Housing, Weatherization and the Low Income Home Energy Assistance Program (LIHEAP), Owner Occupied Home Rehabilitation, and the Community Services Block Grant.

Scope of Services:

The scope of services shall include but not limited to the following:

- A. Attendance at the monthly Board of Commissioners meetings and supervision as to legality of the official minutes and resolutions of the Housing Authority as requested. Meetings are held on the third Monday of the month at 1:30 P.M.
- B. Attendance at formal administrative hearings when requested.
- C. Conferring with and advising the officers, employees, and Board Members on all legal matters when requested.
- D. Advising and consulting with the parties having dealings with the Housing Authority of a legal nature.
- E. Advice and assistance to the Housing Authority in the preparation and review of all legal documents, leases, papers, deeds, contracts, specifications, bonds, waivers and other legal drafting as may be required from time to time as well as other instruments useful or necessary in the conduct of Housing Authority operations.
- F. Appearance for and representation of the Housing Authority operations.
 - a. Eviction Proceedings.





- b. Institute and bring to dutiful conclusion in courts of original jurisdiction to all actions for the recover or possession of dwelling units or for the collection of rent: handle all legal matters relating to tenant/landlord aspects of the lease.
- c. Approval of the legality of contracts and all payments there under: handling of all legal questions and matters advising under contracts of the Housing Authority and rendering of legal opinions on all matters submitted by the Housing Authority, including audit letters, and representation of the Housing Authority as required at grievance hearings.

Form of Proposal:

Please respond with a letter of interest which includes that the firm is registered or licensed to perform the required legal services in the State of Illinois, and respond to the following:

1. Hourly Rate
2. Professional/technical competence and experience
3. Capability to provide professional legal service in a timely manner
4. Knowledge of housing/law codes (Illinois Statute – The Housing Authority Law)
5. Knowledge of landlord/tenant law.
6. Profiles/resumes of the firm’s principals, staff and facilities

Proposals must be received in a sealed envelope marked “legal services – sealed bid enclosed,” by Noon on Friday, February 21, 2025:

McHenry County Housing Authority

Attn: Kim Ulbrich

1125 Mitchell Court

Crystal Lake, IL 60014



McHenry County Housing Authority is an Equal Opportunity Provider and Employer
1125 Mitchell Court, Crystal Lake, IL 60014