

**The Housing Authority of the City of
Franklin**

October 08, 2025

REQUEST FOR PROPOSALS

SOLICITOR

**Housing Authority of the
City of Franklin
1212 Chestnut Street
Franklin, Pa. 16301
(814)432-3416**

Background

The Housing Authority of the City of Franklin (“Authority”) was created December 8, 1966 by and serves the City of Franklin, Pa.

The Authority is organized under the Pennsylvania State Law “Housing Authorities Law” Act of May 28, 1937, P.L. 955 No. 265. The Act grants power to municipalities of the State by means and through agency of a municipal housing authority to acquire, construct, maintain, operate or improve housing. A five-member board governs the Authority. The City of Franklin, City Council appoints five (5) members of the Board Terms are for five years and on a staggered basis. The members of the Board oversee the Authority’s operations.

The Authority provides oversight, pursuant to HUD rules and regulations, for the two (2) Public Housing complexes located at 1212 Chestnut Street and 11 Dale Avenue, Franklin, PA 16301. Along with the Housing Choice Voucher program.

Scope of Services

The Scope of Services required under this Request for Proposals includes the serving as the Authority’s Solicitor providing professional legal services relating thereto from January 1, 2026 through December 31, 2028 with the option of the Board of Commissioners to extend the contract for an additional 12 month period.

Other Specialized Services

The selected Professional will be expected to provide specialized professional services to the Authority during the entire year on an as needed basis. Various issues arise during the

normal course of business involving the need for professional services on matters that will require guidance and advice from the aforesaid professional. Because such services, at times, represent emergency situations, the professional will be expected to return a phone call to the Authority within a 48 hour period and when possible within a 24 hour period. The professional will also be expected to be available to be in attendance at the monthly board meetings and special meeting as they may arise.

Minimum Qualifications

The Solicitor may be either an individual or a partnership or a professional legal corporation, learned in the law and in good standing and active legal practice in the Commonwealth of Pennsylvania and shall have at least five (5) years experience in representing public entities. The solicitor shall designate one professional within a firm, who will be assigned to represent the interest of the Authority. This individual shall have been admitted and/or licensed in his/her profession and be in good standing. The firm and individuals assigned to work with the Authority shall be well versed in all aspects of the Authority's operations.

Indemnification

The selected firm(s) shall defend, indemnify and hold harmless the Authority, its officers, agents and employees from any and all claims, suits, actions, damages or costs, of any nature whatsoever, whether for personal injury, property damage or other liability, arising out of or in any way connected with the selected firm(s) acts or omissions in connection with this agreement.

Submission

Proposing firms shall provide evidence that all minimum qualifications are met.

The response to this Request for Proposals (RFP) shall also discuss and provide the following:

- Names and roles of the individuals who will perform the task and a description of their experience with projects similar to the matter being advertised.
- References and record of success.
- Description of ability to provide the services in a timely fashion (including staffing, familiarity and location of key staff).
- Cost details, including the hourly rates of each of the individuals who will perform services.
- Resumes for the professionals to be assigned to work on Authority matters shall be identified.
- A list delineating the number and types of public clients served shall also be presented.

- Copy of proof of professional liability insurance.
- References from at least three (3) public sector employers shall be provided for this individual.

Evaluation of Proposals

The proposals will be evaluated by the Executive Director of the Housing Authority and Board Members of the Authority based upon information supplied by each Proposer in response to this RFP and the following criteria:

- Ability to meet all minimum qualifications.
- Overall knowledge and familiarity with the operations of the Authority.
- Experience of the firm in providing similar services to other public bodies, with special emphasis on experience in Public Housing Authorities.
- Qualifications and experience of the professional.
- Qualifications and experience of the other members of the professional's firm.
- The hourly rates proposed. The proposal shall identify whether clerical and other overhead costs will be billed separately or included in the hourly labor rate for the attorneys.

Any questions regarding this Request for Proposals should be directed to Karen Wenner, Executive Director of the Housing Authority of the City of Franklin.

The Authority reserves the right to reject any and / or all proposals in its discretion.

Please submit three (3) copies of the proposal to:

Housing Authority of The City of Franklin
1212 Chestnut Street
Franklin, PA 16323
Attn: Karen Wenner, Executive Director

All Submittals must be received at the Authority's Administrative Office by 2:00 PM November 6, 2025, 2011 at which time they will be publicly opened.