



THE HOUSING AUTHORITY OF THE CITY OF FRANKLIN REQUEST FOR PROPOSALS: LEGAL SERVICES/SOLICITOR

On this date, October 9, 2025, the Housing Authority of the City of Franklin (FHA) solicits and requests proposals from qualified law firms or attorneys to provide legal services as described in full solicitation package. FHA urge all interested respondents to carefully review the requirements and specifications of this RFP. Written proposals containing the requested information will serve as the primary basis for final selection. Any Minority Business Enterprises respondent should state such status specifically. Proposals from Women's Business Enterprises and Minority Business Enterprises are encouraged.

The selected Respondent will be prepared to provide services as required and when requested for the following scope of services:

- Render legal services of any nature and description.
- Render advice to the Executive Director and Housing Authority Board concerning the activities of FHA.
- Attend Housing Authority Board meetings and any special meetings as requested.
- Representation in litigation in any state or federal courts and before any administrative body wherein FHA requires representation.
- Representation in eviction proceedings as requested.
- Perform other related tasks as assigned.

The respondent must have knowledge and understanding of ADA, Section 504, construction contracting, housing development, 24 CFR 85.36, Uniform Relocation Act, etc. Experience in landlord-tenant law is required. All work in this contract must adhere to the appropriate federal, state, and local regulations, including Section 3 of the Housing and Urban Development Act of 1968 as amended.

A full solicitation package may be obtained by:

- Downloading from the website www.franklinhousingpa.org on the "Public Notices" tab.
- Sending email to kmwenner@franklinhousingpa.org with "RFP-Legal Services" listed as the subject.
- Calling 814-432-3416 x 101, Monday through Friday, from 8:30AM until 3:30pm.

Proposals must be labeled "RFP for Legal Services." **An original and one copy of the proposal must be received not later than 2:00 p.m. (EDT) on November 6, 2025.**

Proposals sent by U.S. Mail, Overnight Delivery, Federal Express, or similar carriers must be packaged and addressed and marked as above, in a sealed envelope inside the courier's envelope. Proposals received prior to the time set forth in this paragraph will be kept unopened until the time set for opening. The Authority reserves the right to reject any and / or all proposals in its discretion. **Proposals received after the date and time noted above will not be considered.**