



PHILADELPHIA REDEVELOPMENT AUTHORITY  
AS AGENT FOR  
PHILADELPHIA HOUSING AUTHORITY

**REQUEST FOR PROPOSALS**

EMINENT DOMAIN LITIGATION SERVICES  
JANUARY 14, 2015

**Contract Opportunity for  
Eminent Domain Litigation Services**

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## 1. Introduction

The Philadelphia Redevelopment Authority (the "PRA"), acting as agent for the Philadelphia Housing Authority ("PHA"), invites competitive proposals from qualified, licensed and experienced attorneys to provide legal representation.

The PRA and PHA have entered into a contract whereby the PRA may be asked to file condemnation actions on behalf of PHA, using PHA's powers of eminent domain. During the 8 months following the selection of successful applicants under this RFP, the PRA will be conducting its due diligence. The PRA will be gathering information required to evaluate, and then if authorized to file, declarations of taking to condemn at least several hundred, and possibly as many as seven hundred, mostly residential properties under the Pennsylvania Eminent Domain Code. Because of the volume of this work and need for prompt turnaround times, the PRA expects that it will select several attorneys.

All work contracted pursuant to this RFP will be directed by the PRA on behalf of PHA.

## 2. Scope of the Work

The PRA, as agent for PHA, seeks attorneys to assist in its work, or in the event of a conflict, to represent the PRA and PHA's interests. The contracting opportunity will entail providing legal representation on behalf of PHA in eminent domain litigation, including but not limited to legal representation before the Board of View and the Court of Common Pleas in valuation hearings, legal representation on challenges to declarations of taking, miscellaneous related matters arising in connection with the condemnation of property and the relocation of residential and business occupants, and other matters as may be required.

### Minimum Qualifications

Attorneys proposing to work on these matters must be licensed and admitted to the bar in Pennsylvania or other appropriate jurisdictions and tribunals and have demonstrated expertise and experience in the types of matters requiring services. Only proposals of individual attorneys will be considered. Attorneys that belong to a law firm are welcome to apply, however, the attorney from the law firm who will provide the legal representation should submit the proposal, not the law firm, and be able to demonstrate past work experience in eminent domain litigation and familiarity with the Pennsylvania Eminent Domain Code.

### Standard Compensation Rates

For legal services, the PRA will pay no more than a blended rate of \$220/Hour. Attorneys should state what rates will be comprised of the blended rate.

For some situations, work may be done on a flat fee basis, if the PRA determines that this would be more cost effective.

Proposals will be reviewed to determine the most responsive proposals in accordance with the evaluation/selection criteria listed below. Services will be requested from successful respondents when and as needed during the term of the contracts.

### 3. Schedule

The timeline for this Contract Opportunity is as follows:

Event	Date
Notice of Contract Opportunity Posted	1/14/2015
Questions and/or Requests for Additional Information Due	1/23/2015, 3pm
Proposals Due	2/4/2015, 3pm
Respondent(s) Selected	2/11/2015
Contract Executed	2/25/2015

These dates are estimates only and the PRA reserves the right, in its sole discretion, to alter this schedule as it deems necessary or appropriate.

### 4. Proposal Requirements

Proposals must include:

- Names of individuals performing the work; briefly describe each individual's role, and include a resume for each individual. Please provide the blended rate, state what rates may be comprised of the blended rate, noting the blended rate of \$220/Hour.
- Proposals must also include the statement that the respondent is able to comply with the PHA's insurance requirements as delineated in Attachment A and the completed forms identified in Section 6.

### 5. Evaluation/Selection

The PRA intends to award a contract to applicants who demonstrate the level of experience, skill and competence required to perform the services called for in this RFP in the most efficient, cost-effective, and professional manner. The successful respondents will be willing to work pursuant to PHA's contract terms and conditions which include – without limitation – non-discrimination requirements, indemnification of PHA and the PRA, insurance coverage in accordance with the requirements indicated in Attachment "A" and cost principles. The successful respondents will execute a contract with the PRA, as agent for PHA, which will include HUD Standard Terms and Conditions. The PRA reserves the right not to award contracts as a result of this RFP, or to award contracts for part of this scope.

The PRA will be guided by the following criteria in making a selection for award, and will use its professional judgment in determining which respondents best serve the interests of PHA:

- Superior ability or capacity to meet particular requirements of this contract opportunity and needs of PHA.
- Superior prior experiences of various scales; demonstrated relative strength, reputation and successful experience providing services.
- Eminent Domain litigation experience and knowledge of the Pennsylvania Eminent Domain Code.
- Eligibility under Philadelphia Code provisions relating to campaign contributions.

- Compliance with PRA and PHA standards for contracting, such as indemnification and non-discrimination.
- Competence and proven track record working with private sector, governments and development organizations.
- Administrative and operational efficiency, requiring less PRA oversight and administration.
- Demonstrated ability to meet timelines and milestones.
- Any other factors the PRA considers relevant to the evaluation of the responses from applicants.

## 6. Declarations and Other Information

MBE/WBE/DSBE Firms: The PRA strongly encourages and promotes the employment of qualified MBE/WBE/DSBE firms in all aspects of its procurement of goods and services. If applicant is a Certified MBE/WBE/DSBE, defined as Minority Business Enterprises (MBE), Woman Business Enterprises (WBE), or Disabled Business Enterprises (DSBE); please submit information to confirm Certification as part of bid proposal.

Tax Clearance and Conflict of Interest Form: Respondents, upon request of the PRA, must provide evidence satisfactory to the PRA that all municipal taxes, including business taxes, real estate, school, water and sewer charges, if applicable, are current for both the individual applicant and the applicant's firm and neither is currently indebted to the City; will at any time during the term of the agreement be indebted to the City, for or on account of any delinquent taxes, liens, judgments, fees or other debts for which no written agreement or payment plan satisfactory to the City has been established. Please complete the Philadelphia Tax Status Certification and Conflict of Interest form (Attachment B) and submit it with your proposal.

Campaign Contribution Disclosure Forms: Please complete the applicable disclosure forms (Attachment C) and submit with your proposal.

Insurance Requirements: Please submit a certificate of insurance evidencing the required coverages as outlined in Attachment A with your proposal.

### Reservation of Rights

By submitting a proposal in response to this RFP, an Applicant affirmatively acknowledges: (i) its acceptance of the terms and conditions of this RFP; (ii) the PRA may exercise in its sole discretion the following rights; and (iii) the PRA may exercise the following rights at any time and without notice to any Applicant:

1. to reject any and all proposals;
2. to supplement, amend, substitute, modify or re-issue the RFP with terms and conditions materially different from those set forth here;
3. to cancel this RFP with or without issuing another RFP;
4. to extend the time period for responding to this RFP;
5. to solicit new proposals;
6. to conduct personal interviews with any Applicant to assess compliance with the selection criteria;
7. to request additional material, clarification, confirmation or modification of any information in any and all proposals;
8. to negotiate any aspect of a proposal, including price;

9. to terminate negotiations regarding any and all proposals at any time;
10. to expressly waive any defect or technicality in any proposal;
11. to rescind a selection prior to contract execution if the PRA determines that the proposal does not conform to the specifications of this RFP;
12. to rescind a selection prior to contract execution if the PRA determines that the specifications contained in this RFP are not in conformity with law or that the process in selection of a proposal was not in conformity with law or with the legal obligations of the PRA or PHA;
13. in the event a contract is awarded, all Applicants shall procure and maintain during the life of the contract liability insurance in an amount to be determined prior to the award of any contract;
14. in the event a contract is awarded, all Applicants agree to perform their services as an independent contractor and not as an employee or agent of the PRA or PHA;
15. in the event a contract is awarded, all Applicants agree that no portion of performance of the contract shall be subcontracted without the prior written approval of the PRA; and
16. each Applicant agrees to indemnify, protect and hold harmless the PRA and PHA from any and all losses, injuries, expenses, demands and claims against the PRA, PHA and/or the City of Philadelphia sustained or alleged to have been sustained in connection with or resulting from (i) the submission of the Applicant's proposal; (ii) the delivery by the Applicant to the PRA of any other documents or information; and (iii) any other conduct undertaken by the Applicant in furtherance of or in relation to the Applicant's proposal. Each Applicant agrees that its duty to indemnify and hold harmless shall not be limited to the terms of any liability insurance, if any, required under this RFP or subsequent contract.

## 7. Application Process

Applicants must submit **3 original copies of the proposal and one electronic copy on CD to the PRA no later than February 4, 2015 at 3:00 p.m.**; absolutely no proposals will be accepted after that time. Files on the CD may only be in Microsoft Word or Adobe PDF.

An applicant, whether an individual, partnership, LLC, non-profit, for profit or other business entity, may submit only one response to this RFP. Individuals that are related to each other or business entities that are legally related to each other or to a common entity may not submit separate proposals. The PRA, in its sole and absolute discretion, retains the right to reject any proposal where: 1) applicants or principals of applicants are substantially similar or substantially related parties; or 2) the PRA has determined that the applicant has violated these conditions or the spirit of these conditions.

Applicants may hand deliver or send proposals via registered mail to:

Ryan D. Harmon, Esquire  
Philadelphia Redevelopment Authority  
1234 Market Street, 16<sup>th</sup> Floor  
Philadelphia, PA 19107  
Phone: 215-854-6500

### Contact for Additional Information

All questions and requests for additional information should be directed in writing to Ryan D. Harmon, Esquire, at [ryan.harmon@pra.phila.gov](mailto:ryan.harmon@pra.phila.gov). Questions will only be accepted until January 23, 2015.