

REQUEST FOR PROPOSALS

I. Introduction

The Malden Redevelopment Authority (the "Authority") as agent and representative member of the North Suburban Consortium (NSC) is seeking proposals from qualified legal firms to provide legal services and advice in a highly professional manner to the Authority for a term of up to three (3) years in connection with the HOME Investments Partnership Program (the "HOME Program"), particularly as it relates to the eight communities comprising the NSC. Typical services would include the preparation of loan documents (mortgage, promissory note, affordable housing restriction, etc.), interaction with other lenders' and borrowers' counsel, representation at closings and other legal advice and/or assistance on an as-needed basis.

The option to extend or renew a contract will be exercised at the discretion of the Authority.

II. Proposal Submission Deadline

Proposals must be received by 12:00 noon on Wednesday, February 5, 2014.

Proposals received later than the date or time specified will be rejected and returned to the proposer.

III. Proposal Submission Requirements

The proposal must contain two components: the Non-Price Proposal and the Price Proposal. The Non-Price Proposal and the Price Proposal must be in separate sealed envelopes. Do not combine the Price Proposal and the Non-Price Proposal in one envelope. The Non-Price Proposal envelope must contain an original and three (3) copies of the Non-Price proposal, and the Price Proposal envelope must contain an original and three (3) copies of the Price Proposal.

The Non-Price Proposal should contain responses to the Minimum Selection Criteria described below and should also as persuasively and concisely as possible refer to the Comparative Evaluation Criteria, also described below.

The Price Proposal should present in a simple format the billing rates for each of the personnel who may be assigned to the project and should identify and describe any other charges that may be imposed.

The proposals should be sent to:

Ms. Deborah A. Burke, Executive Director
Malden Redevelopment Authority
200 Pleasant Street, Room 621
Malden, MA 02148

Each proposer must certify that the proposal was in made good faith and without collusion or fraud. (A standard certification form is provided and attached to this Request for Proposals ("RFP").

The Authority reserves the right to accept or reject any and/or all proposals, to waive irregularities and technicalities and to request resubmission.

IV. Minimum Selection Criteria

The following requirements must be contained within the Non-Price Proposal in order for the proposal to be considered qualifying and undergo further evaluation:

1. A general description of the firm and its qualifications (maximum one page).
2. A description of the firm's experience with Community Development Housing Programs, including a description of its experience with the HOME Program (maximum two pages).
3. Identification of the key personnel (maximum three attorneys) to be assigned to the project, along with a description of their experience with the HOME Program (maximum three pages).
4. A list of a maximum of three recent clients (with contact information) for whom at least a majority of the key personnel identified above worked, within the past two years, utilizing the HOME Program.

The Non-Price Proposals will be reviewed by a Selection Committee. The Selection Committee will examine each proposal to determine whether it meets all of the proposal submission requirements and minimum criteria.

The Selection Committee will then review the responsive proposals and rank each proposal based on the below Comparative Evaluation Criteria.

The Selection Committee will then open the Price Proposals and make recommendations to the Executive Director of the Authority. All proposals and recommendations are subject to the approval of the Board of Directors of the Authority.

V. Comparative Evaluation Criteria

The following criteria will be used by the Authority's Selection Committee in evaluating proposals which have met the minimum threshold requirements set out in Section IV above.

1. Preference will be given to firms which in general have had the most experience with public agencies, municipal departments, affordable housing agencies and the HOME Program.

2. Preference will be given to firms which propose to designate attorneys to this assignment who have the highest qualifications and most experience with Community Development Housing Programs and, in particular, the HOME Program.
3. Preference will be given to firms which identify clients with whom the proposer worked utilizing the HOME Program within the past two years and who provide a strong recommendation of the proposer's services.

Any contract for services related to the RFP may be cancelled if funds are not appropriated or otherwise made available to support the continuation of the contract.

CERTIFICATE OF NON-COLLUSION

The undersigned certifies under penalties of perjury that this bid or proposal has been made and submitted in good faith and without collusion or fraud with any other person. As used in this certification, the word "person" shall mean any natural person, business, partnership, corporation, union, committee, club, or other organization, entity, or group of individuals.

(Name of person signing bid or proposal)

(Name of business)