



# HOUSING AUTHORITY OF THE CITY OF DEL RIO, TEXAS

**Cynthia A. de Luna**  
President & Chief Executive Officer

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## SCOPE OF SERVICES FOR LEGAL SERVICES

1. Answer any legal questions specifically asked by the President and C.E.O. or the Board of Commissioners concerning the organizational documents, operations, personnel, procurement and contracting of the Housing Authority of the City of Del Rio (HACDR), the Board of Directors of the Del Rio Housing Facility Corporation (DRHFC), the Val Verde Housing Corporation (VVHC), and Hermosa Housing Corporation (HHC).
2. Attend Board meetings when specifically requested to do so by the President & C.E.O. or Board members.
3. Draft resolutions, which the President & C.E.O. or the Board members of HACDR, DRHFC, VVHC and HHC specifically request.
4. Make payment agreements on past due accounts owed to the HACDR, DRHFC, VVHC, HHC; which client specifically asks the Attorney to collect.
5. Experience working with guidelines and regulations of the U.S. Department of Housing and Urban Development (HUD), Texas Apartment Association (TAA), Rural Rental Housing Association of Texas (RRHA), the U.S. Department of Agriculture Rural Development (USDA), Low Income Housing Tax Credit (LIHTC) and State and Local Jurisdictions.
6. Submit written status report on each particular case(s) within five (5) working days.
7. Must provide detailed statement of charges.
8. The cost of services shall be at an hourly rate, and shall be paid in quarter-hour increments.
9. The contract between the Housing Authority and Attorney shall be for a two (2) year period beginning September 2017, with the option to renew one more year.
10. The legal firm shall at their own expense, obtain and maintain in effect at all times during the life of the contract, a Professional Liability Insurance.



REQUEST FOR PROPOSALS  
LEGAL SERVICES

The Housing Authority of the City of Del Rio (HACDR) is requesting proposals for Legal Services for the Del Rio Housing Authority and its instrumentalities. These services shall include any and all legal advice pertaining to matters in organizational documents, operations, personnel, procurement and contracting. Proposals are invited from any licensed Attorney at Law or Legal Firm that may have experience in working with guidelines and regulations of the U.S. Department of Housing & Urban Development (HUD) and other Federal, State agencies including Local jurisdictions. Scope of Services may be obtained at the Administration office at 207 Bedell Ave; Monday through Friday, 8:00 a.m. – 4:45 p.m. Deadline to submit credentials and proposals is Monday, October 2, 2017, at 3:00 p.m. Proposals may be mailed to HACDR, P.O. Drawer 4080, Del Rio, Texas 78841-4880 or emailed to [drhousing@gmail.com](mailto:drhousing@gmail.com). For information please contact Ms. Cynthia A. de Luna, President & CEO, at (830)774-6506. The HACDR reserves the right to reject any and all proposals. Equal Opportunity Employer and contracting agency.

\*\*\*Please advertise Friday, September 1<sup>st</sup> and Sunday, September 10<sup>th</sup>.\*\*\*