



**MAKING PHILADELPHIA BETTER, BLOCK BY BLOCK**

**ON BEHALF OF THE PHILADELPHIA  
REDEVELOPMENT AUTHORITY**

**REQUEST FOR PROPOSALS**

**GENERAL LITIGATION SERVICES**

**APRIL 21, 2022**

**Contract Opportunity for  
General Litigation Services**

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## 1. Introduction

The Philadelphia Housing Development Corporation ("PHDC"), on behalf of the Philadelphia Redevelopment Authority (the "PRA"), invites competitive proposals from qualified, licensed and experienced attorneys and firms to provide legal representation in general litigation matters (each, an "Applicant", and together, the "Applicants").

All work contracted pursuant to this Request for Proposals ("RFP") will be directed by the PRA.

## 2. Scope of the Work

The PRA seeks professional services providers to assist in its work, or in the event of a conflict, to represent the PRA's interests. The contracting opportunity will entail providing legal representation on behalf of the PRA in general litigation matters, including, but not limited to, the litigation of claims for possession of real estate, conservatorship actions, ejectments, foreclosures, contract actions, enforcement actions, writ actions including evictions and executions, and other matters as may be required.

### Minimum Qualifications

Applicants 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. Applications of individual attorneys will be considered. Applicants that are part of law firms are welcome to apply, however, the attorney from the firm should submit, not the law firm, and be able to demonstrate past work experience in the types of matters referenced above. These matters are expected to involve substantial research, motion and discovery activity, as well as complicated litigation issues.

### Standard Compensation Rates

For legal services, the PRA will pay no more than \$275.00/Hour blended rate. Applicants should state what rates will be comprised of the blended cap 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 proposal in accordance with the evaluation/selection criteria listed below. Services will be requested from successful Applicants when and as needed during the term of the contract.

## 3. Schedule

The timeline for this RFP is as follows:

Event	Date
Notice of Contract Opportunity Posted	April 21 2022
Questions and/or Requests for Additional Information Due	April 28, 2022
Proposals Due	May 10, 2022
Applicant(s) Selected	May 17, 2022
Contract Executed	May 31, 2022

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:

- The names of individuals performing the work; briefly describe each individual's role, include a resume for each individual. Please provide a rate, state what rates may be, noting the cap blended rate of \$275.00/Hour.
- A statement that the Applicant is able to comply with the PRA's insurance requirements attached as Attachment "A."

## 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 Applicants will be willing to work pursuant to the PRA's contract terms and conditions which include – without limitation – non-discrimination requirements, indemnification of the City of Philadelphia (the "City"), PHDC and the PRA, insurance coverage in accordance with the requirements indicated in Attachment "A", and cost principles. The successful Applicant(s) will execute a contract with the PRA. The PRA reserves the right not to award a contract as a result of this RFP, or to award a contract 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 Applicant(s) best serve the interests of the PRA:

- Superior ability or capacity to meet particular requirements of this contract opportunity and needs of the PRA.
- Superior prior experiences of various scales; demonstrated relative strength, reputation and successful experience providing services.
- Eligibility under Philadelphia Code provisions relating to campaign contributions.
- Compliance with PRA 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.
- Special consideration will be given to Applicants who demonstrate experience in the litigation of claims for possession of real estate, ejectments, reverters and other reversionary interests, and writ actions including evictions and executions.
- 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 an 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.

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

Tax Clearance and Conflict of Interest Form: Applicants, 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, and that neither 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. Applicants must complete the Philadelphia Tax Status Certification and Conflict of Interest form (Attachment "B") and submit it with the proposal.

Campaign Contribution Disclosure Forms: Applicants must complete the applicable disclosure forms (Attachment "C") and submit with the 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;
13. in the event a contract is awarded, the successful Applicant or 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;
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, defend and hold harmless the PRA, PHDC and the City from any and all losses, injuries, expenses, demands and claims against the PRA, PHDC or the City 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 proposals to the PRA no later than **May 10, 2022, at 3:30 p.m.**, absolutely no proposals will be accepted after that time.

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.

Proposal submission may be submitted either:

1. on-line by clicking the Online Submission button located on the webpage reserved for this RFP on PHDC's website;

Or

2. by registered mail or by a nationally recognized delivery service (e.g., FedEx) to:

Susan Varghese, Esq.  
Interim General Counsel  
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 Susan Varghese, Esq., at [susan.varghese@phdc.phila.gov](mailto:susan.varghese@phdc.phila.gov). Questions will only be accepted until **April 28, 2022**.

**Neither the PRA, PHDC, or the City is under any obligation whatsoever to Applicant as a result of this RFP. The RFP does not represent any commitment on the part of the PRA, PHDC, or the City to Applicant or the project. In no event shall the PRA, PHDC, or the City be responsible for any cost, expense or fee incurred by or on behalf of Applicant in connection with the RFP. Applicant shall be solely responsible for all such costs, expenses and fees.**

**NOTICE: The Philadelphia Redevelopment Authority is subject to the Pennsylvania Right to Know Law. Any information provided in your response to this Request for Proposals may be subject to disclosure to the public. Documents provided in response to this RFP may also be required to be disclosed by applicable law, subpoena, and/or court order.**