



## **SANTO DOMINGO TRIBAL HOUSING AUTHORITY**

**P.O. Box 10, Santo Domingo Pueblo, NM 87052**

**(505) 465-1003 / (505) 465-1012 (F)**

### **Request for Proposals For Legal Services**

The Santo Domingo Tribal Housing Authority (SDTHA) is requesting proposals from qualified law firms or individuals experienced in representing Indian Housing Authorities to provide legal services for SDTHA.

**Scope of Services will include, but not be limited to, the following:**

1. Act as legal advisor to the SDTHA Administration and Board of Commissioners.
2. Work with Executive Director reviewing existing policies, revising as needed; drafting or reviewing proposed policies, contracts and agreements, and other legal matters, as requested.
3. Work with Tenant Services Manager on any landlord/tenant actions, including, but not limited to collections and evictions.
4. Work with Administration on any existing monitoring and audit findings or concerns.
5. Litigate matters that may arise including, but not limited to actions against SDTHA or actions against the Board of Commissioners.
6. Perform other duties as may be required by the adopted SDTHA policies and procedures.
7. When requested, attend meetings of the SDTHA Board of Commissioners.

**Firms or individuals responding to this Request for Proposals shall have at least the following qualifications:**

1. Licensed to practice law in the state of New Mexico.
2. Have at least 5 years experience in the Indian Housing industry.
3. Be knowledgeable of the Native American Housing Assistance and Self Determination Act (NAHASDA) and Low Income Housing Tax Credit (LIHTC) programs along with the federal regulations governing NAHASDA.
4. Have a working knowledge of federal housing programs available to Native Americans.
5. Be familiar with the organizational structures of Tribally Designated Housing Entities in compliance with the NAHASDA.

**Firms or individuals responding to the Request for Proposal must submit the following:**

1. Statement of qualifications to perform the Scope of Services, including office location.
2. Indicated hourly fee for services. Fees do not include reimbursable expenses that need to be addressed separately in the response. SDTHA will not guarantee a minimum numbers of hours.
3. List of representative current and past clients. Include contact information for each.
4. Resume of responsible principal and any other individuals to be assigned to complete any tasks described in the Scope of Services.
5. Statement of Indian Preference qualifications, if applicable.
6. Documentation verifying being licensed to practice law in New Mexico. Proposals not including proper documentation will be determined nonresponsive.

**Evaluation and Selection Process:**

Proposals will be reviewed and evaluated based on a 100 point system with the proposal receiving the most points being determined the most responsive. The review and evaluation of the proposals should be completed within 2 weeks after the acceptance deadline. The SDTHA Board of Commissioners will make their selection and final approval of the firm or individual will be notified shortly thereafter by SDTHA.

**Evaluation Criteria:**

SDTHA will determine the most responsive proposal based on the accumulation of the highest number of points from the following criteria:

	Points
Cover letter submitted with the proposal.	5
Resume submitted for each individual who will be providing services. 10 points.	10
Experience within the Indian Housing industry. 15+ years = 25 points. 10-15 years = 20 points. 5-10 years = 10 points.	25
Experience in representing clients in tribal court related to landlord/tenant issues.	5
Respondent provided a list of references.	10
Points for proposed hourly rates based upon a ranking of the proposals received. Lowest cost = 35 points; Second lowest cost = 25 points; Third lowest cost = 15 points. Others = 10 points	35
Respondent submitted documentation supporting eligibility for Indian Preference. 10 points, Tribal Descendants 5 points.	10
	100

**Deadline:**

All proposals must be received by **July 22, 2021 at 3:00pm (MST)** and clearly marked “Legal Services Proposal”. Any proposals received after the time and date listed will be rejected. SDTHA reserves the right to reject any and all proposals and to waive any and all deficiencies.

For any questions or additional information please contact Brook B. Kristovich, Executive Director.

**Please address the proposals as follows:**

**Santo Domingo Tribal Housing Authority  
Brook B. Kristovich, Executive Director  
PO Box 10 / 26 Hwy 22 W  
Santo Domingo Pueblo, NM 87052**

Electronic submittals will also be accepted, email to [bkristovich@sdtha.org](mailto:bkristovich@sdtha.org).

SDTHA reserves the right to accept or reject any and all proposals and to waive any informality in the proposal received if it is in the best interest of SDTHA.