



Richmond Housing Authority (RHA)  
Economic Development

# AGENDA REPORT

<b>DATE:</b>	January 21, 2025
<b>TO:</b>	Chair Martinez and Members of the Board of Commissioners of the Richmond Housing Authority
<b>FROM:</b>	Nannette Beacham, Director of Economic Development Antoinette Terrell, RHA Executive Director Gabino Arredondo, Project Manager Gregory Palomino, Administrative Assistant
<b>Subject:</b>	As Needed Legal Services Contract with Edrington, Schrimmer, and Murphy LLP.
<b>FINANCIAL IMPACT:</b>	The as needed Legal Services Contract funded through the U.S. Housing and Urban Development (HUD) annual allocation of Operating Subsidy and rent from Public Housing residents. (Fiscal Year (FY) 24-25 \$34,000 44444191-400206, \$85,000 44545191- 400206; FY 25-26 \$140,500 44545191-400206; FY 26-27 \$140,500 44545191-400206). The payment limit shall not exceed \$400,000 with an option to extend two additional years at \$100,000 per year for a total amount not to exceed \$600,000.
<b>PREVIOUS COUNCIL ACTION:</b>	None
<b>STATEMENT OF THE ISSUE:</b>	RHA continues to require legal services to address lease enforcement and unlawful detainer matters, ensuring compliance with landlord-tenant laws. RHA is seeking authorization to contract with the selected legal services firm.

<b>RECOMMENDED ACTION:</b>	ADOPT a resolution authorizing a legal services contract with Edrington, Schirmer, & Murphy LLP for as needed lease enforcement and unlawful detainer services in the amount of \$400,000 for a three-year term, starting January 21, 2025, and ending January 21, 2028, with an option to extend for two additional one-year terms at \$100,000 per year for a total amount not to exceed \$600,000 – Richmond Housing Authority (Antoinette Terrell 510-620-6784 / Gregory Palomino (510-621-1361)).
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**DISCUSSION:**

On October 29, 2024, the RHA issued a Request for Proposals (RFP) for as needed legal services. The RFP was posted on the City's BidsOnline System, and 508 vendors were notified (Attachment 3). Of the firms that were notified, 29 firms downloaded the RFP, and 3 firms responded. The responses were reviewed by a panel consisting of staff from the RHA and City Attorney's Office. One firm was selected by the panel, Edrington, Schirmer, & Murphy LLP based on their expertise, competitive pricing, and ability to meet RHA's needs.

The RHA routinely faces lease enforcement actions requiring legal intervention, such as non-payment of rent, lease violations, unauthorized occupants, and other breaches that may necessitate mediation, negotiation, and eviction proceedings. The legal landscape for housing is complex, involving federal, state, and local regulations.

RHA requires experienced legal counsel to manage aspects of landlord-tenant communication and address disputes. This may include drafting notices, filing unlawful detainer actions, and representing RHA in court proceedings. Counsel will also provide advice to RHA on tenant defenses and ensure compliance with fair housing regulations, reasonable accommodation requests, and protections.

The selected legal firm will assist in resolving disputes efficiently, minimizing legal risks, and protecting the RHA's interests while ensuring tenant compliance with lease agreements.

The service contract will be for an amount not to exceed \$400,000 over a three-year period, with two additional one-year options to extend at \$100,00 per year for a total amount not to exceed \$600,000.

**DOCUMENTS ATTACHED:**

- Attachment 1 - Resolution
- Attachment 2 - Temporary Staffing RFP
- Attachment 3 - Bids Summary
- Attachment 4 - Rating Matrix
- Attachment 5 - Draft Contract