



***Building on Success***

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**ADDENDUM NO. 1**

DATE: 5/4/2022

**RE: Solicitation #: RFP 22-311**

Solicitation Title: General Legal Services

Notice is hereby given of the following changes to and/or answers to questions regarding the above-referenced solicitation:

**Changes:**

**1. Section 1, Solicitation Overview and Anticipated Schedule:**

The Deadline for Receipt of Questions via E-Mail is hereby extended to May 6, 2022 at 4:00pm.

**2. Section 7. Scope of Work:**

The following subsection is hereby added:

**Routine General Legal Services.** The Contractor shall be paid a fixed monthly retainer fee for Routine General Legal Services. The scope of such Routine General Legal Services shall include, but not be limited to, advice and counsel provided in oral or written form regarding the interpretation and application of law, changes in law that impact BCHA’s lawful duties under Federal, state, municipal or other local laws, rules, and administrative orders, HUD guidance and PIH Notices; advice and counsel in oral or written form regarding procurement related issues; advice and counsel on document retention and Florida Public Records Law; advice and counsel in oral or written form regarding public meetings and notices; advice and counsel in oral or written form regarding employment related issues; attendance and legal guidance during any and all Board of Commissioners regular or special meetings, including advice and counsel regarding the legality of the official resolutions and minutes of BCHA; advice and counsel in oral or written form on requests from BCHA and members of the BCHA Board of Commissioners regarding legal matters and issues; advice and counsel in oral or written form regarding personnel actions, policies, and procedures, including, but not limited to, employment compensation matters, worker compensation matters, employment discrimination matters, and equal employment matters; drafting and review of legal documents, papers, contracts, agreements, certifications, resolutions, specifications, bonds, waivers, and other such legal drafting as BCHA may require; periodic review and advice in oral or written form regarding BCHA personnel manuals and employee related documents and notices; consultation with other attorneys representing BCHA regarding litigation in which BCHA’s liability insurance carrier has retained counsel to represent BCHA; responses and legal counsel in oral or written form, as appropriate, to all legal questions and matters arising under BCHA contracts or contracts involving BCHA; advice and counsel in oral or written form, as appropriate, in connection with disputes arising out of the BCHA bidding process; advice and counsel in oral or written form, as appropriate, and representation on behalf of BCHA regarding disputes arising out of construction contracts; advice and counsel in oral or written form, as appropriate, and representation on behalf of BCHA regarding disputes arising out of contracts between BCHA and its vendors; advice and counsel in oral or written form regarding issues involving Federal or Florida labor laws; advice and counsel in oral or written form regarding Board governance of 501(c) organizations and affiliates; and advice and counsel in oral or written form, as appropriate, and representation on behalf of

BCHA regarding matters subject to the U. S. Federal Fair Housing Act of 1968 (Equal Housing Opportunity).

**3. Exhibit F, Fee Proposal Form:**

Exhibit F, Fee Proposal Form is hereby replaced with the attached, revised Exhibit F, Fee Proposal Form. **Proposers must submit their fee proposal on the attached, revised Exhibit F, Fee Proposal.**

#	Question	Answer
1.	Do Fox Rothchild and Ballard Spahr provide all of the legal services described in the RFP?	No, Fox Rothschild LLP currently provides the services described in the RFP.
2.	Is this RFP being issued because the BCHA is seeking new or additional counsel or because the current contract(s) is(are) expiring?	The current contract expires June 29, 2022.
3.	What was the term of the last RFP for General Legal Services, 230-283? Was it three years with an option to review for two more, as is the current RFP?	The term of the last RFP was a two-year contract with three, one-year renewal options.
4.	Will the BCHA consider a solo practice (with a contract attorney as a secondary member for the purposes of paragraph 5.9 off the RFP) to provide any portion of the legal services described in the RFP?	Yes, a solo practice would be considered and it would be incumbent for the proposer to demonstrate their knowledge and experience in the areas we have specified.  For the purposes of paragraph 5.9, proposers should provide information to meet this request, which will then be evaluated.
5.	Will the BCHA consider counsel whose offices are in Miami-Dade County?	Yes.

**Proposers must acknowledge receipt** of this addendum by completing and returning to the Procurement Office either with their proposal or via email at [purchasing@bchafll.org](mailto:purchasing@bchafll.org), by no later than the time and date of the proposal due date. **Failure to do so may subject the Proposer to disqualification.**

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Joe Ricardo

Procurement Manager

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Proposer

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Address

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Submitted by (Signature)