



**Request for Qualifications
Legal Services for Community Housing Department**

September 15, 2020

About ECHO Community Housing

The Ending Community Homelessness Coalition (ECHO) was granted IRS status as a 501(c)3 tax exempt organization in 2011. The primary role that ECHO has played in the community is to plan and implement community-wide strategies to end homelessness in Austin and Travis County. ECHO's Community Housing Department has operated for the past five years to access both naturally affordable and subsidized housing opportunities for people exiting homelessness enrolled in permanent housing programs. The department partners with property management companies, landlords, developers, investors and other housing providers to facilitate access to housing units.

The ECHO Community Housing Department does not own or manage any properties in Austin. The housing portfolio that the department oversees consists of scattered site units across the affordability spectrum for which partnership agreements between the housing provider and ECHO are developed. ECHO currently has agreements in place with both market rate housing providers and Affordable Housing funding recipients.

Objective

The Ending Community Homelessness Coalition's Community Housing Department is releasing a Request for Qualifications (RFQ) for vendors interested in providing legal services to the department in order to create legally binding agreements to hold developers to long term affordability and unit commitments. This funding comes to ECHO through the City of Austin's Neighborhood Housing and Community Development Department's CDC Capacity Building Grant awarded to ECHO in August 2020.

The selected bidder will be asked to create legally binding agreement templates and provide legal advice to the ECHO Community Housing Department in order to more effectively obtain unit and affordability commitments and hold developers accountable. Templates may include but are not limited to deed restrictions, restrictive covenants, LURA's, and Memorandums of Understanding. Templates must adhere to relevant Texas law.

The selected bidder may also be asked to participate in meetings with relevant stakeholders not to exceed four hours.

Compensation

Up to \$20,000. Lowest bids will be considered.

Contract Term

Deliverables will be provided beginning November 2020 and completed by January 31, 2020.

Eligible Applicants

This RFQ is open to any attorney that is an eligible member of the State of Texas BAR and has no grievances filed against them with the Texas BAR.

Preferred Qualifications

Ideal applicants will have extensive knowledge and experience in real estate law, affordable housing, and creating binding agreements with land developers. Ideal candidate will be willing to bill for deliverables and not hourly rates.

Non-Discrimination

Ending Community Homelessness Coalition will not engage in any discriminatory practice. All applicants for this funding will receive consideration for employment without regard to race, creed, color, religion, national origin, sexual orientation, gender identity, disability, sex or age.

FY 2020 Community Housing Department Legal Services
RFQ – INTEREST FORM

DUE DATE: October 26, 2020 5pm

SUBMIT DOCUMENT TO: katiwilkison@austinecho.org

To be considered for the funding awarded outlined in the Community Housing Department’s Request for Qualifications, please complete the form below to describe your interest.

Office/Attorney Name:	
Experience and Qualifications Please provide a brief description of <ul style="list-style-type: none">• The agency/attorney’s experience with providing legal services related to real estate, affordable housing, and/or land development in Texas.• Experience providing services to non-profit or governmental agencies.• Ability to bill for a deliverable based contract.• Your proposed invoicing structure, including retainer.	

<p>Please provide any comments or questions we can address regarding this RFQ and/or funding opportunity.</p>	
----------------------------------------------------------------------------------------------------------------------	--

<p>Please include up to 3 references we can contact. Nonprofits and government agencies are preferred.</p>	
Name (First & Last)	Email and Phone Number

Contact Information

Primary Point of Contact	
Name (First & Last)	
Position	
Phone	
Email	

Additional Contacts to Copy	
Name (First & Last)	Email

I understand and agree:

The signature will reflect your interest. **This form is not binding.**

Printed Name & Title

Signature

Date

