



City of Houston

Housing and Community Development
Department

REQUEST FOR PROPOSAL RETAIL LEGAL DOCUMENT PREPARATION

The City Attorney of the City of Houston and the Housing and Community Development Department (collectively referred to as the "City") are seeking proposals from qualified firms to prepare loan documents for the Single Family Home Repair and Downpayment Assistance Programs.

This RFP contains submission requirements, scope of services, period of services, terms and conditions and other pertinent information for submitting a proper and responsive proposal. Prospective offerors desiring any explanation or interpretation of the solicitation must request it by no later than October 22, 2012. Any information given to a prospective offeror about this solicitation will be furnished to all other prospective offerors as a written amendment to the solicitation.

The RFP must be enclosed in a sealed envelope and labeled as follows: Proposal to Prepare Loan Documents for Housing Department-Retail. Proposals must be hand delivered to the Secretary's Office, Room P101, City Hall Annex, 900 Bagby, City of Houston, Texas, 77002 on or before November 16, 2012, at 4:00 p.m. No proposals will be accepted after the stated deadline. Questions concerning the RFP should be submitted in writing either by mail, facsimile or e-mail to, Barbara J. Pierce, Legal Department, 900 Bagby, Houston, Texas, 77002, FAX 832-393-6259, barbara.pierce@houstontx.gov, no later than 5:00 p.m., October 22, 2012.

Proposals will be evaluated on the criteria stated in the RFP. Negotiations may be conducted with offerors who have a reasonable chance of being selected for the award. After evaluation of the proposal and subsequent revisions, if any, the contract will be awarded to the responsible offeror(s) whose qualifications, price and other factors considered are the most advantageous to the City.

Proposals must reach the City no later than 4:00 p.m. on November 16, 2012. Proposals will be held in confidence and not released in any manner until after the contract award, then such material and information becomes public information.

The City reserves the right to reject any or all proposals or to accept any proposal or portion of a proposal deemed by the City, in its sole discretion, to be in the City's best interest.