

REQUEST FOR QUALIFICATIONS (RFQ) LEGAL SERVICES

I. INTRODUCTION

The West Hartford Housing Authority (the “Authority”) and its related non-profit development company Trout Brook Realty Advisors (“TBRA”) are inviting qualified law firms (the “Proposers”) to submit proposals to provide real estate transactional services supporting the acquisition, disposition, ground leasing, development partnerships, financing and project-based voucher transactions associated with our collective affordable housing goals. This Request for Qualifications (“RFQ”) is being issued in order to award contracts to one or more proposers to provide legal services. The Authority and TBRA reserve the right to make one award or multiple awards under this RFQ, whichever is deemed to be in its best interest.

Term. The term of the engagement resulting from this solicitation (the “Contract”) will be for three (3) years commencing on the date of award. Upon satisfactory completion of the initial term, the Authority may extend the term for two additional one-year terms at its sole option.

Non-Exclusive. The Contract will be an indefinite delivery, indefinite quantity agreement, it will not be an exclusive contract, and there is no guarantee as to the amount of work to be assigned for any particular period of time. The Authority and TBRA reserve the right to go out to separate solicitations for major projects or for assignments not covered by the Scope of Services described in this RFQ.

II. RFQ SCHEDULE AT A GLANCE

RFQ Issued	06/02/2026
Deadline for Inquiries & Modifications	06/19/2026 4:00 PM
Proposals Due	07/01/2026 4:00 PM
How to obtain RFQ documents	Request a copy of the RFQ by sending an email to help@whhousing.org
How to submit a Proposal	Submit Proposals to help@whhousing.org . See Section IX. PROPOSAL SUBMISSION REQUIREMENTS

III. BACKGROUND

The Authority administers an HCV Program, including a PBV portfolio, in West Hartford, CT and is an MTW Expansion Agency. The Authority also provides property management services to over 400 residential units developed by TBRA, and provides administrative support to TBRA for its ongoing activities. TBRA is a developer of affordable housing and has undertaken both new construction and rehabilitation projects. To expand affordable housing supply and improve voucher utilization, the Authority and/or TBRA may engage in or support:

- Real estate acquisitions and ground leases for affordable housing initiatives.
- Development partnerships with public/private/nonprofit entities.
- Financing transactions, including Low-Income Housing Tax Credits (LIHTC), tax-exempt bonds, soft loans, grants, refinancing or restructuring transactions.
- Project-Based Voucher (PBV) allocations, HAP contract negotiations, and related state and federal regulatory compliance.
- Asset and portfolio actions (e.g., site control, dispositions, easements, and covenants).

The Authority and TBRA seek experienced counsel to structure, negotiate, document (or assist in documenting) and close transactions efficiently while ensuring compliance with applicable law and program rules.

IV. QUESTIONS AND COMMUNICATION

All questions must be put in writing to the RFQ Contact named below no later than the date indicated in Section II of this RFQ. The intent of this requirement is to assure that all Respondents are in receipt of the same information and to allow the Authority sufficient time to post questions and answers in an Addendum to this RFQ. The Authority reserves the right to use its discretion in issuing Addenda for questions and answers; only those questions and answers which might materially affect a firm's response will result in an Addendum. It is the responsibility of each Respondent to check the Authority's website: www.whhousing.org for a copy of all Addenda issued for this RFQ.

NOTE: Any solicitation or lobbying directed to any Authority staff or the Board Members is prohibited and is grounds for disqualification of Respondent responses.

SOLE CONTACT

Jill Corrado
80 Shield Street
West Hartford, CT 06110
email: jcorrado@whhousing.org
www.whhousing.org

V. RESPONSE DEADLINE AND DELIVERY

Respondents must utilize email submission to help@whhousing.org and submit by the date and time identified in Section II of this solicitation. **No mailed originals will be accepted.**

VI. RIGHT TO VERIFY INFORMATION

The Authority reserves the right to verify any and all information provided in each response. If there is evidence of misleading or false information, the Authority may, in its discretion, reject the Respondent's submittal.

VII. RESPONSE EVALUATION

Proposals will be evaluated using the following weighted criteria:

Criteria	Weight of Scoring
Experience and Qualifications: Depth in LIHTC, state or other public sector financing, bonds, PBV complex closings, public/nonprofit real estate partnerships; knowledge of MTW waivers and strategies, verifiable experience within the Service Area(s) proposed; capacity to perform; integrity; knowledge of public policy; past performance; financial and technical resources.	30%
Technical Approach: Understanding of scope, risk mitigation, deal management, and timeline control.	25%
Team Quality and Availability: Key personnel, bench strength, responsiveness	15%
Fee Proposal and Value: Rates, budgeting clarity, proposed efficiencies, alternate fee structures	20%
References and Past Performance: Demonstrated success and client satisfaction	10%

VIII. MINIMUM QUALIFICATIONS

- Proposers must be licensed and in good standing to practice law in the State of Connecticut; and have the ability to appear where transactions occur.
- Demonstrated experience closing affordable housing real estate transactions including, but not limited to, acquisitions/ground leases, LIHTC, state financing programs, bonds, PBV/HAP.
- Experience representing housing authorities and mission-driven developers on similar transactions.
- Adequate professional liability insurance and staffing depth in real estate, finance/tax credit, construction, compliance.

IX PROPOSAL SUBMISSION REQUIREMENTS

A detailed Scope of Services is provided in Section XIII. Proposers must submit the following in a single PDF:

1. Cover Letter (signed by authorized representative), including an Executive Summary.

Submit a letter on firm letterhead, signed by an authorized agent for the firm, summarizing proposal response and providing a description and value of the firm's experience with specific examples of work performed.
2. Firm Profile & Team: Provide an organizational chart, highlighting credentials, qualifications, and roles of key staff and subcontractors who will be involved in the work; resumes of lead partner, finance/tax credit counsel, construction counsel, and compliance specialist. Include confirmation that staff undertaking the work is properly licensed to practice law in the State of Connecticut. The Authority reserves the right to require proof of licensing in good standing prior to award.
3. Technical Approach: Narrative addressing each specific area in the Scope of Services, anticipated risk areas, and closing timeline management.
4. Relevant Experience: At least three representative closings in the past five years (include deal type, roles, dollar amounts, key documents negotiated, outcome).
5. References: Minimum three client references, with contact info, of clients for which the firm has provided a similar scope of work.
6. Work Plan & Staffing: Availability, response times, and proposed training/support for Authority staff.
7. Fee Proposal: Hourly rates by role; blended/training rates; fixed-fee or phase-based budgets (e.g., predevelopment, financing, closing, construction, stabilization).

8. Conflicts Disclosure: Any current/potential conflicts with developers, investors, lenders, or state/municipal partners and proposed mitigations. Respondents must declare any litigation history with the Authority or any of its affiliates. Authority may, in its sole and absolute discretion, choose not to consider proposals received from Respondents who are currently in or threatened litigation with Authority or any of its affiliates, depending on the nature of the litigation.

X. SUBCONTRACTING

The awarded Contractor shall not have the right or power to assign, subcontract, or transfer interest in any potential Contract without the prior written consent of the Authority. If the Respondent cannot perform all of the work listed in the Scope of Services and intends to employ the services of an additional firm, that fact should be disclosed in the response to this RFQ.

XI. CONDITIONS OF PROCUREMENT

- The Authority will conduct this procurement pursuant to its Procurement Policy and applicable law. Where federal award funds are used, Proposers must comply with applicable federal requirements (e.g., 2 CFR Part 200, as applicable), and with state and local laws.
- The Authority reserves the right to accept/reject any proposals, and cancel this RFP at any time.
- Proposals become public records subject to applicable open records laws, except for properly marked confidential information to the extent allowed by law.
- Costs incurred in proposal preparation are the sole responsibility of the Proposer.

XII. SCOPE OF SERVICES

- A. Site Control, Acquisition & Disposition
- B. Development & Partnership Structures
- C. Financing & Capital Stack
- D. PBV & HCV-Related Transactions
- E. Construction & Procurement Interface
- F. Regulatory & Compliance
- G. Asset Management & Long-Term Obligations
- H. Dispute Resolution (As Needed)

The selected firm will provide full-service real estate counsel, including but not limited to:

A. Site Control, Acquisition & Disposition

- Draft, review, and negotiate letters of intent (LOIs), purchase & sale agreements, options, assignments, and ground leases/master leases.
- Conduct and coordinate due diligence: title/survey, environmental (Phase I/II), zoning/land use, entitlements, and municipal approvals.
- Prepare and record deeds, easements, declarations, covenants, and resolve title defects and closing deliverables.

B. Development & Partnership Structures

- Advise on joint ventures and development agreements with private/nonprofit partners and municipalities.
- Structure project entities (LLCs/LPs/nonprofit subsidiaries), operating agreements, bylaws, and inter-entity agreements (shared services, management, asset management).
- Address conflicts of interest, ethics, and related-party transactions consistent with Authority policy and applicable law.

C. Financing & Capital Stack

- Structure and negotiate LIHTC (4%/9%), investor partnership agreements, guaranties, and closing packages.
- Advise on tax-exempt bonds, senior/subordinate loans, bridge/construction/permanent financing, soft funds (HOME, CDBG, FHLB), and intercreditor arrangements.
- Prepare/coordinate opinion letters, closing checklists, and binders.

D. PBV & HCV-Related Transactions

- Advise on PBV selection, PBV HAP contracts, AHAPs, rent setting, site control requirements, and conflict-of-interest rules applicable to PBV.
- Draft/review PBV agreements, RFPs/NOFAs for PBV awards (if issued by the Authority), and ensure alignment with federal regulations applicable to PBV.
- Counsel on tenant protections, fair housing, accessibility (Section 504/ADA), VAWA, LEP, and civil rights compliance in PBV projects.

E. Construction & Procurement Interface

- Draft/negotiate AIA or custom construction contracts, GC/CM agreements, design professional agreements, bonding, warranties, and insurance.
- Advise on Davis-Bacon/prevaling wage applicability and contractor compliance, when relevant.
- Guide the Authority on public vs. private procurement pathways for related entities/partners and interfaces with Authority policies.

F. Regulatory & Compliance

- Identify and ensure compliance with state/local land use, environmental, historic preservation, and affordability covenants/regulatory agreements.
- Counsel on Uniform Guidance (2 CFR Part 200) applicability only where federal award funds are used, and applicable state/local procurement or ethics laws.
- Assist with public records, open meetings, and confidentiality protocols per Authority policy and jurisdiction.

G. Asset Management & Long-Term Obligations

- Draft and negotiate regulatory agreements, affordability covenants, land use restrictions, and asset management frameworks.
- Support year-15 LIHTC planning, re-syndication, refinancing, portfolio dispositions, and performance monitoring.

H. Dispute Resolution (As Needed)

- Provide pre-litigation strategy and negotiation for construction/real estate disputes, lien matters, delays, and compliance findings.
- Litigation services may be included/excluded at the Authority's discretion and may be procured separately.

Deliverables: Transaction documents, legal memoranda, due diligence reports, closing binders, checklists, opinion letters, PBV templates, training materials, and Board resolutions.

Service Standards: Response to routine inquiries within 2–3 business days; expedited support for closings.