



Request for Quotes (RFQ)

Attorney Services for Property Evictions

Issued by: Conway Housing Authority

Issue Date: April 16, 2026

Submission Deadline: May 22, 2026

1. Introduction

Conway Housing Authority is seeking qualified and licensed attorneys or law firms to provide legal services related to residential property evictions. Services will be required for the following properties:

- Conway Housing Authority
- Village of Seven Mornings
- East Oakwood Apartments

The purpose of this Request for Quotes (RFQ) is to obtain competitive pricing and evaluate qualifications for ongoing eviction-related legal services.

2. Scope of Services

The selected attorney or firm will be expected to provide comprehensive eviction-related legal services, including but not limited to:

- Legal consultation regarding landlord-tenant matters
 - Preparation and review of eviction notices
 - Filing unlawful detainer actions and related court documents
 - Court representation at eviction hearings
 - Coordination with property management staff
 - Advising on compliance with Arkansas landlord-tenant laws and regulations
 - Handling contested evictions and related litigation, if necessary
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3. Qualifications

Respondents should meet the following minimum qualifications:

- Licensed to practice law in the State of Arkansas
- Demonstrated experience in landlord-tenant law, particularly evictions
- Familiarity with local court procedures in Faulkner County

- Ability to manage multiple cases efficiently
 - Strong communication and responsiveness
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4. Pricing Structure

Please provide a detailed fee schedule, including:

- Flat fees per eviction case (if applicable)
 - Hourly billing rates (if applicable)
 - Additional costs (filing fees, court costs, administrative fees, etc.)
 - Rates for contested vs. uncontested evictions
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5. Proposal Submission Requirements

Submissions should include:

- Firm or attorney name, address, and contact information
 - Summary of relevant experience
 - References (at least 2–3 clients, preferably property management or housing entities)
 - Proposed fee structure
 - Estimated turnaround times for standard eviction cases
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6. Evaluation Criteria

Quotes will be evaluated based on:

- Relevant experience and qualifications
 - Cost-effectiveness
 - Responsiveness and communication
 - References and past performance
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7. Term of Engagement

The selected attorney or firm will be engaged on an as-needed basis, with the possibility of an ongoing contractual relationship, subject to performance and mutual agreement.

8. Submission Instructions

Please submit your quote and supporting materials via:

- Email: Sherdana Wade, Director of Operations, swade@conwayha.org
- Subject Line: “RFQ – Eviction Attorney Services”

Submissions must be received no later than the stated deadline.

9. Additional Information

Conway Housing Authority reserves the right to reject any or all submissions, request additional information, and negotiate terms with the selected respondent.

For questions or clarifications, please contact:

Dr. Jackie Otto

Interim Executive Director

(501) 733-1381

jotto@conwayha.org

We appreciate your interest and look forward to your submission.

Evaluation Score Sheet
RFQ: Attorney Services for Property Evictions

Evaluation Criteria & Scoring

Criteria	Description	Weight	Score (1-5)	Weighted Score
Relevant Experience	Demonstrated experience in landlord-tenant law and eviction cases, especially with multi-property or housing authority clients	25%	_____	_____
Knowledge of Local Procedures	Familiarity with Arkansas law and Faulkner County court procedures	15%	_____	_____
Pricing / Cost Structure	Clarity, competitiveness, and predictability of fees (flat vs. hourly, transparency of additional costs)	25%	_____	_____
Responsiveness & Communication	Clear communication plan, responsiveness, and ability to meet deadlines	15%	_____	_____
References / Past Performance	Quality of references and demonstrated success in similar engagements	10%	_____	_____
Capacity & Case Management	Ability to handle volume of cases efficiently and coordinate with property management	10%	_____	_____
