

REQUEST FOR QUALIFICATIONS (RFQ)

FOR LEGAL COUNSEL SERVICES
Affordable Housing Development Activities

North Iowa Regional Housing Authority
202 First Street, Suite 203
Mason City, Iowa 50401

[Website](#)

1. Introduction

The North Iowa Regional Housing Authority (NIRHA) is seeking proposals from qualified law firms or attorneys to provide legal counsel services related to affordable housing development activities. This includes, but is not limited to, advisory services on federal and state housing regulations, contract negotiations, compliance with HUD guidelines, and other legal matters pertinent to affordable housing and mixed income projects.

The North Iowa Regional Housing Authority (NIRHA) was established in 1978 by a 28E Agreement. This Agreement authorizes NIRHA to provide assistance in eight counties: Cerro Gordo (excluding city of Mason City), Floyd (excluding city of Charles City), Franklin, Hancock, Kossuth, Mitchell (excluding city of Riceville) Winnebago and Worth.

NIRHA was established for the purpose of assisting low-income individuals and families by providing secure safe, decent and affordable housing. To achieve this goal, an eight-member Board of Commissioners is appointed by the County Board of Supervisors of each participating county.

The Department of Housing and Urban Development (HUD) provides federal funds and regulatory policies and regulations for appropriate program administration. Federally funded, NIRHA currently owns and operates 121 public housing units in ten communities in addition to contract authority to administer 383 Housing Choice Vouchers (Section 8 Program).

NIRHA is actively exploring and undertaking affordable housing development and redevelopment initiatives intended to increase the availability of safe, decent, and affordable housing throughout its service area. This will be accomplished in conjunction with a for-profit development partner who will be the leader in managing all aspects of a transaction. These activities may include, but are not limited to, acquisition, rehabilitation, new construction, mixed-income developments, RAD conversion, Section 18 disposition, public-private partnerships, and projects utilizing federal, state, local, and private financing sources.

The selected attorney or law firm will serve as a legal advisor to NIRHA staff and Board of Commissioners regarding development transactions, financing structures, regulatory

compliance, governance matters, procurement requirements, and other legal issues associated with affordable housing development and operation.

NIRHA reserves the right to award services to a single firm or multiple firms based upon areas of expertise and the Authority's needs.

2. Scope of Services

The selected legal counsel may be requested to provide services including, but not limited to:

Affordable Housing Development

- Legal guidance regarding affordable housing development projects.
- Review and negotiation of development agreements.
- Legal review of project feasibility and development structures.
- Assistance with acquisition, disposition, leasing, and management of real property.
- Review and negotiation of construction contracts and professional service agreements.

Financing and Transactional Matters

- Legal counsel regarding Low-Income Housing Tax Credit (LIHTC) transactions.
- Legal review of tax credit partnership agreements and operating agreements.
- Assistance with tax-exempt bond financing and related documentation.
- Review of loan documents and financing agreements involving federal, state, local, and private funding sources.
- Coordination with bond counsel, tax credit counsel, lenders, investors, and development partners.

HUD and Regulatory Compliance

- Advice regarding HUD regulations and program requirements.
- Review of procurement and contracting matters.
- Potential guidance regarding public housing and Housing Choice Voucher program requirements.
- NIHRA anticipates RAD conversion as part of a transaction.
- NIHRA anticipates Section 18 disposition as part of a transaction.
- Assistance with Section 3 compliance requirements.
- Guidance regarding Davis-Bacon labor standards when applicable.
- Review of environmental review requirements and related compliance obligations.
- Fair Housing Act compliance and reasonable accommodation issues.

Corporate and Governance Matters

- Attendance at Board meetings as requested.
- Preparation and review of resolutions and governance documents.
- Legal advice regarding Iowa public entity requirements.

- Legal advice regarding non-profit entity organized in 2025.
- Open meetings and public records compliance.
- Risk management and liability issues.

Dispute Resolution and Litigation Support

- Assistance with dispute avoidance and resolution.
- Representation in negotiations and mediation proceedings.
- Litigation support and representation, if requested and mutually agreed upon.
- Coordination with insurance carriers and special counsel when necessary.

3. Proposal Requirements

Proposals must include the following:

- Firm or attorney qualifications and experience in affordable housing law.
- Detailed description of proposed services and approach.
- Proposed fee structure, including hourly rates and any retainer or project-based fees.
- Names and contact information from similar clients in housing authority or public sector work.
- EEO policy and any documentation it believes substantiates the proposer's practice and history of employing minorities and/or woman in professional positions.
- Details regarding any sub-contracting.
- Section 3 business preference is applicable.
- W-9.
- Sample engagement letter.
- Any anticipated conflicts of interest.
- Any additional information deemed relevant.

Proposers should demonstrate:

- A minimum of five (5) years of experience providing legal services related to affordable housing, public housing, community development, real estate development, municipal law, or public finance.
- Experience with HUD-funded programs and federal grant requirements.
- Experience with affordable housing financing transactions, including LIHTC developments, tax-exempt bonds, or similar funding mechanisms.
- Professional liability insurance coverage sufficient to protect the interests of NIRHA.

4. Submission Instructions

Proposals must be submitted via e-mail to the Executive Director:

director@nirha.com

5. Evaluation Criteria

NIRHA will evaluate proposals using the following criteria:

- Relevant Affordable Housing and HUD Experience – 40 Points
- Qualifications of Assigned Personnel – 20 Points
- Understanding of NIRHA's Needs and Proposed Approach – 20 Points
- Cost and Fee Structure – 10 Points
- References and Past Performance – 10 Points

NIRHA may conduct interviews with one or more firms prior to making a final selection.

A committee of three NIRHA employees will review and evaluate each proposal and make a recommendation. The selected attorney or firm will be considered as development counsel.

6. Timeline

Issue Date: June 10, 2026

Response Deadline Date: July 07, 2026 – 2:00 PM CST

Anticipated Selection Date: July 13, 2026

7. Attachments

The following attachments must be executed and included in the submitted proposal:

HUD Form 4736
HUD Form 5369-B
HUD Form 5369-C
HUD Form 5370-C1

8. Contract Period

The anticipated contract term shall be two (2) years commencing upon execution of the agreement. NIRHA may, at its sole discretion, renew the agreement for up to three (3) additional one-year periods subject to satisfactory performance, continued need, and availability of funding.

The successful proposer will be required to execute a professional services agreement acceptable to NIRHA and comply with all applicable federal, state, and local requirements.

9. Contact Information

For questions regarding this RFQ, please contact the Executive Director:

director@nirha.com

All questions and our answers will be posted on our website on the same webpage as this RFQ. Please check back regularly to stay up to date as this process proceeds.

North Iowa Regional Housing Authority reserves the right to reject any or all proposals. It also does not guarantee any minimum or maximum amount of work as the result of any award ensuing from this RFQ.

10. Additional

NIRHA'S Reservation of Rights:

- While HUD Handbook No. 7460.8 REV 2 is not law, it is intended to and will serve as guidance for NIRHA's procurement activities as required for federally assisted projects.
- NIRHA reserves the right to choose not to award any contracts pursuant to this RFQ.
- NIRHA reserves the right to terminate a contract awarded pursuant to this RFQ, at any time for its sole convenience, upon thirty (30) days written notice.
- NIRHA reserves the right to retain all proposals submitted. And not permit withdrawal for a period of 60 days subsequent to the deadline for receiving proposals without the written consent of the NIRHA Executive Director.
- NIRHA reserves the right to negotiate proposed fees.
- NIRHA reserves the right to reject and not consider any proposal that does not meet the requirements of this RFQ, including but not necessarily limited to incomplete proposals and/or proposals offering alternate or unsolicited services.
- NIRHA shall have no obligation to compensate any proposer for any costs incurred in responding to this RFQ.
- NIRHA shall reserve the right to at any time during the RFQ or contract process to prohibit any further participation by a proposer or reject any proposal submitted.
- NIRHA reserves the right to review and inspect the awarded consultant's activities throughout the contract term.