



420 East 28th Street, San Angelo, Texas 76903
(325) 481-2500

Housing Authority of San Angelo
Request for Qualifications (RFQ)
General Counsel Legal Services



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I. Introduction

The Housing Authority of San Angelo (HASA) (the “Authority”) is requesting Statements of Qualifications from qualified law firms to provide General Counsel legal services. The selected firm will serve as primary legal counsel for:

- The HASA’s Housing Choice Voucher (HCV) Program;
- Desert Shadows Apartments, a mixed-income multifamily property owned by the Authority; and
- Forest Park Community, a nonprofit affiliate of the HASA.

This procurement is conducted in accordance with the HASA’s Procurement Policy and applicable federal requirements, including 2 CFR Part 200.

II. Agency Overview

The HASA is committed to providing quality, affordable housing to income-eligible families while offering opportunities for self-sufficiency and economic independence. The HASA offers housing programs to provide safe, decent housing for low- and moderate-income households and individuals.

A. The HASA currently administers the following programs, grants, affiliates, and properties:

- The Housing Choice Voucher (HCV) Program (Section 8) consisting of 1,063 Section 8 Housing Choice Vouchers, Mainstream Vouchers, VASH Vouchers, FUP Vouchers, and Project-Based Vouchers.
- Rapid Rehousing Program grant referred to as Housing Solutions
- FSS Coordinators grant
- Desert Shadows Apartments, a HASA-owned multifamily property, a 224-unit mixed-income property, of which 112 units are designated as affordable housing.
- Forest Park Community, a non-profit affiliate managing 200 scattered-site residential properties including single-family homes, duplexes, and apartments.
- The Authority does not operate the HUD Public Housing program.

B. The HASA is governed by a Board of Commissions consisting of a Chair, Vice Chair, and additional commissioners.

III. Scope of Services

The selected firm will serve as Outside General Counsel to the HASA and provide comprehensive legal services on an as-needed basis, as requested by the Authority.



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Selection as general counsel to HASA does not guarantee representation of all affiliated entities in every matter. HASA reserves the right to obtain separate counsel for specific matters involving conflicts of interest, litigation, governance concerns, or specialized legal needs. Services will generally be provided in response to specific requests from HASA staff, management, or the Board of Commissioners, and may include but are not limited to the following areas:

A. Housing Programs Legal Services

- HCV Program (Section 8, Mainstream, VASH, FUP, Project-Based Vouchers)
- FSS Program and Rapid Rehousing Program
- Services include: HUD regulation interpretation, Administrative Plan review alongside other governing policies, informal hearings, Fair Housing compliance, HQS/NSPIRE compliance guidance, procurement review and contract compliance, Board governance, and HUD monitoring support.

B. Property Legal Services - Desert Shadows Apartments (Mixed-Income Property)

- Texas landlord-tenant law compliance
- Lease drafting and enforcement
- Eviction proceedings and related court representation
- Fair housing and affordable housing compliance
- Risk management and operational legal guidance

C. Nonprofit and Governance Legal Services – HASA and Forest Park Community

- 501(c)(3) compliance, board governance, bylaws review
- Inter-entity agreements, firewall guidance, conflicts of interest
- HUD/grant compliance as applicable

D. General Legal Services (Authority-Wide Representation)

- General legal counsel to HASA as a governmental entity, providing legal advice and representation in matters that may not be directly tied to specific housing programs or properties. Services may include:
 - Employment and human resource matters (discipline, policy review, internal investigations, FLSA, ADA, FMLA, etc.)
 - Risk management and liability assessment
 - Claims, demand letters, and pre-litigation matters
 - Representation in administrative proceedings, arbitration, mediation, or litigation
 - Defense of lawsuits filed against the Authority
 - Contract drafting, review, and negotiation



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- Public Information Act requests and open meetings act compliance
- General governmental legal guidance relevant to the Authority's operations.
- Legal research, written opinions, and strategic consultation.
- The firm shall represent the Authority in administrative or judicial proceedings as authorized by the Executive Director or Board of Commissioners. Unless otherwise directed by the Board of Commissioners, the Executive Director shall serve as the primary point of contact for legal services.

IV. Terms of Services

The anticipated term of the contract is for an initial one (1) year period. The contract may be extended for up to four (4) additional years upon mutual agreement of the parties and approval by the Board of Commissioners.

- Any extension or renewal is contingent upon satisfactory performance, continued compliance with HUD and Texas legal requirements, continued licensure and good standing of the firm, and Board approval.
- The HASA reserves the right to evaluate performance and determine whether to extend the engagement at the end of each term. Extension or renewal is not automatic.

V. Mandatory Qualifications

To be considered responsive, the respondent must meet the following minimum qualifications. Failure to meet any mandatory qualification may result in disqualification.

- The firm must be licensed to practice law in the State of Texas.
- The firm must maintain active good standing with the State Bar of Texas
- The firm must demonstrate experience representing Public Housing Authorities, HUD-assisted entities, or similar public or quasi-public organizations.
- The firm must demonstrate knowledge of HUD regulations, fair housing laws, and Texas housing law.
- The firm must have sufficient staff capacity to respond in a timely manner.

VI. Submission Criteria

Statements of Qualifications must include the following:

- Firm overview and contact information
- Description of relevant experience, including representation of PHAs or HUD-assisted entities



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- Identification of attorneys who would provide services, including resumes if available
- Description of experience with mixed-income or affordable housing properties
- Description of experience with nonprofit organizations
- Disclosure of any actual or potential conflicts of interest
- At least three (3) professional references, preferably public entities or housing organizations
- Proposed hourly billing rates for attorneys and staff classifications. Billing rates are requested for informational and cost-reasonableness purposes only and will not be used as the primary basis for selection.
- Statement affirming compliance with federal, state, and local nondiscrimination laws.
- Submissions may be delivered physically or electronically; all must be received by the stated deadline.

VII. Evaluation Criteria

Statements of Qualifications will not be considered for further evaluation unless they meet all of the mandatory criteria per Section V. The HASA intends to award the contract to the firm deemed best qualified, advantageous, and supportive of the agency's needs. Experience with similar-size PHAs is preferred.

Selection Committee

Statements of Qualifications will be evaluated by a selection committee designated by HASA staff. The selection committee shall evaluate firms based on demonstrated competence, qualifications, relevant experience, and responsiveness to the RFQ criteria. The committee may develop rankings or recommendations for consideration by the Board of Commissioners. The final determination for awarding the contract for legal services rests with the HASA Board of Commissioners.

Cost Consideration

This procurement is being conducted as a Request for Qualifications in accordance with applicable requirements governing procurement of professional services. Selection will be based primarily on demonstrated competence, qualifications, relevant experience, and the firm's ability to provide responsive legal services to the Authority. Cost or billing rate information will not be used as the primary basis for selection or ranking. Following selection of the most qualified firm, HASA may negotiate fair and reasonable fees and



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contract terms. If negotiations are unsuccessful, HASA may terminate negotiations and proceed with the next most qualified firm.

- A. The evaluation of Statements of Qualifications (SOQs) shall be based on the following:

Criteria	Points
1. Experience with HUD-funded PHAs and with non-profits and multifamily housing	45
2. Knowledge of Texas Housing and Nonprofit Law	30
3. Firm Capacity and Responsiveness	15
4. References / prior client satisfaction	10
Total Possible Points	100

- B. The selection committee may at its discretion request interviews with respondents to discuss specific aspects and clarifications of their RFQ prior to selection.

VIII. Selection Process

The Authority will rank firms based on qualifications and demonstrated competence. The Authority may enter into fee and contract negotiations with the highest-ranked firm to establish fair and reasonable billing rates. If the Authority is unable to negotiate acceptable terms, negotiations may be terminated and initiated with the next highest-ranked firm.

Final award of the contract is subject to Board of Commissioners approval, if required by procurement thresholds.

IX. Anticipated Schedule of Events

RFQ Issue Date	05/18/2026
RFQ No.	2026-05
Deadline for Questions	June 3, 2026 by 12:00 PM (CST)
Response to written Questions	June 9, 2026
Submission Deadline	June 22, 2026 by 5:00 PM (CST)
Evaluation & Ranking	June 22-25, 2026
Negotiation Period / Interviews (if needed)	June 26 – July 2, 2026
Board Meeting for Approval	July 20, 2026
Contract Award Notification	July 22, 2026



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Contract Start	August 1, 2026
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HASA reserves the right at its sole discretion to amend any or all of the dates associated with the anticipated schedule of events. Final award of the contract is subject to approval of the HASA Board of Commissioners. No work shall begin, and no contract shall be executed, prior to Board approval.

X. Submission Requirements

- A. Statements of Qualifications will not be publicly opened and will be evaluated in accordance with the Authority’s procurement policy and applicable federal requirements.

- B. Deadline for submission: June 22, 2026 by 5:00 PM (CST)
 - Late submissions will not be accepted.

- C. Statement of Qualifications should be delivered to:
Housing Authority of San Angelo
Attn: Kellie Pfeil, Deputy Director
420 E. 28th Street
San Angelo, TX 76903

- D. Electronic Submissions as PDF
Statements of Qualifications may be submitted electronically via email to kpfeil@sanangelopha.com. Submissions must be received by the stated deadline.

- E. Request for Information
 - Interested parties may submit questions in writing to the HASA to kpfeil@sanangelopha.com. These written questions must be received by 12:00 PM (CST) on 06/03/2026.
 - Questions must be submitted in writing by the deadline. HASA will respond only to written questions and may share responses with all respondents, excluding proprietary information. Contact with HASA staff or Board members outside this process is prohibited.

XI. Conflict of Interest



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The selected law firm must comply with all applicable federal, state, and local conflict-of-interest requirements. The firm must disclose any actual or potential conflicts involving representation of the Authority, Desert Shadows Apartments, Forest Park Community, program participants, landlords, or other related parties. The firm must be able to identify and appropriately manage conflicts between the Authority, its owned property, and its nonprofit affiliate. The firm must also disclose representation of HCV landlords or program participants that could present a potential conflict.

XII. Terms and Conditions / Legal Requirements

The selected law firm shall be required to agree to the following provisions, which will be incorporated into the final contract:

- Assignment: The contract may not be assigned or transferred without the prior written consent of the Authority. The firm may utilize associate attorneys or other staff as needed, provided all work meets professional standards.
- Addenda: HASA reserves the right to issue written addenda to this RFQ. Any addenda issued shall become part of the RFQ and shall be binding upon respondents.
- Compliance with Laws and Regulations: The selected law firm must comply with all applicable federal, state, and local laws and regulations, including HUD requirements and 2 CFR Part 200, as applicable to professional services.
- Confidentiality: The law firm shall maintain the confidentiality of all non-public information obtained during the engagement, consistent with attorney-client privilege and applicable law. Disclosure may occur only as required by law, including the Texas Public Information Act.
- Contractual Arrangements: The contract will be awarded to the law firm determined to be the most qualified based on the evaluation criteria, interviews (if conducted), and overall determination that the selection is in the best interest of the Authority. Final award is subject to approval by the Board of Commissioners, if required by applicable procurement thresholds.
- Debarment Certification: The law firm shall certify that the firm is not debarred from federal contracting (per 2 CFR Part 180). The selected firm must remain eligible for participation in federally funded contracts throughout the term of engagement.
- Governing Law / Venue: The contract shall be governed by the laws of the State of Texas, and any disputes shall lie in the courts of Tom Green County, Texas.



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- **Insurance:** The law firm shall maintain professional liability (legal malpractice) insurance, including errors and omissions coverage, in an amount of not less than \$1,000,000 per claim and \$2,000,000 aggregate, or such higher amounts as may be required by the HASA. Proof of coverage must be provided prior to contract execution and upon renewal.
- **Professional Responsibility:** The law firm shall perform services in accordance with generally accepted standards of professional legal practice and shall be responsible for damages resulting from its negligent acts, errors, or omissions to the extent permitted by Texas law.
- **Public Information Act:** Statements of Qualifications submitted in response to this RFQ are subject to the Texas Public Information Act. Respondents should clearly mark any proprietary or confidential information; however, HASA cannot guarantee that such information will be withheld if disclosure is required by law.
- **Termination of Contract:** The HASA may terminate the contract for convenience with 30 days' written notice or for cause immediately upon written notice specifying the default.

XIII. Reservation of Rights

The HASA reserves the right to reject any or all Statements of Qualifications, in whole or in part; waive informalities or minor irregularities; request additional information from respondents; negotiate fees with the most qualified firm; and cancel or reissue this RFQ at any time without liability. The Authority shall not be responsible for any costs incurred by respondents in preparing or submitting Statements of Qualifications.



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XIV. Format of the RFQ Response

To simplify and expedite the review process and to obtain the maximum degree of information from each respondent for evaluation purposes and comparison, responses must be organized in the following manner:

A. Title Page

- i. RFQ title and number
- ii. Name of Law Firm
- iii. Primary contact name, title, phone, and email
- iv. Date of submission

B. Table of Contents

C. Letter of Transmittal

- i. Understanding of the scope of legal services
- ii. Commitment to responsiveness and compliance
- iii. Authorized representative signature

D. Profile of the Law Firm

- i. Firm size and structure
- ii. Texas licensure and State Bar standing
- iii. Office location(s) serving HASA
- iv. Years of experience with public or quasi-public entities

E. Relevant Experience

- i. Representation of PHAs or HUD-assisted entities
- ii. Experience with HCV programs
- iii. Experience with mixed-income or affordable housing
- iv. Experience with nonprofit organizations and governance

F. Key Personnel

- i. Attorneys who will provide services
- ii. Resumes and areas of specialization
- iii. Experience with nonprofit organizations and governance

G. Approach and Capacity

- i. Responsiveness and availability



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- ii. Handling of conflicts of interest
- iii. Coordination with HASA staff and Board

H. Fee Schedule

- i. Hourly rates by attorney and staff classification
- ii. Any standard billing practices or discounts

I. References

- i. At least three professional references

J. Certifications and Disclosures

- i. Conflict of Interest disclosure
- ii. Debarment certification
- iii. Nondiscrimination compliance statements