

Item H-3: Legal Services for Tenants and Landlords

Regular Meeting of the Richmond Rent Board | June 21, 2017

Item H-3: Statement of the Issue

- At their meeting on May 24, 2017, the Rent Board adopted amended Fiscal Year 2016-17 and Fiscal Year 2017-18 Rent Program Budgets.
- These budgets allocate funds for legal services for Tenants and Landlords.
- The issuance of a Request for Proposals and Qualifications (RFP/Q) is necessary in order to solicit proposals from potential legal service providers.

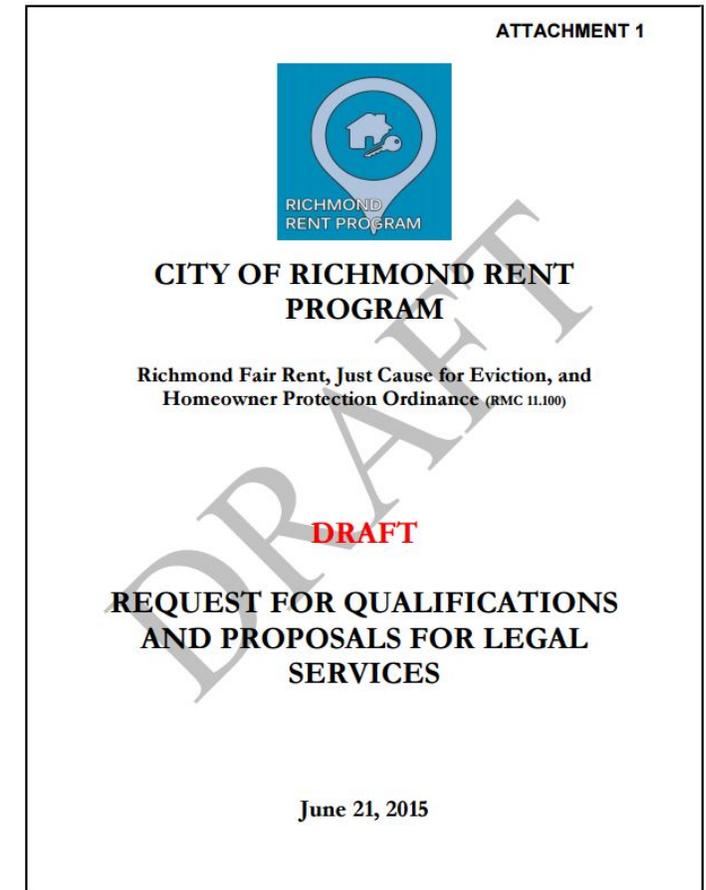
Item H-3: Background

Examples of “Legal Services”

- Providing advice and counsel on specific Tenant/Landlord situations
- Providing representation when a private attorney has not been retained (also known as “*pro per*” assistance)
 - Representation may be necessary in multiple contexts:
 - Hearings for Petitions and Complaints
 - Court appearances
- Preparing formal correspondence (e.g. notices, memos, responses to court summons)

Item H-3: Background

- The Request for Qualifications and Proposals will allow the Rent Program to solicit proposals for legal services on an as-needed basis.
- Based on responses, staff recommend compiling a list of qualified service providers who can respond to the diverse needs of Richmond Tenants and Landlords.



Item H-3: Recommended Action

- **DIRECT staff to negotiate and execute legal services contracts for representation of Tenants and Landlords in a total contract amount not to exceed \$155,494 for Fiscal Year 2016-17 and Fiscal Year 2017-18**

Thank You

Bill Lindsay, City Manager

bill_lindsay@ci.richmond.ca.us

Shasa Curl, Administrative Chief

shasa_curl@ci.richmond.ca.us

Michael Roush, Legal Counsel

michael_roush@ci.richmond.ca.us

Rent Program: (510) 620-6576

rent@ci.richmond.ca.us