



Educate. Lend. Build. Engage.

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# NeighborWorks Southern Colorado

1241 E Routt Avenue  
Pueblo, CO 81004  
719-544-8078  
[www.nwsoco.org](http://www.nwsoco.org)

## Request For Proposal for Legal Services

## **INTRODUCTION**

This Request for Proposal (RFP) is to contract for legal services to be provided to NeighborWorks Southern Colorado (NWSoco). Attorneys currently licensed to practice law in the state of Colorado or law firms including such attorneys may respond to this RFP.

## **DESCRIPTION OF ENTITY**

- NeighborWorks Southern Colorado (NWSoco) is a 501(c)3 nonprofit organization that has been in operation since 1977.
- NWSoco operates on four pillars: Educate, Lend, Build, and Engage.
  - NWSoco operates a robust education department that offers multiple programs for potential homebuyers including homebuyer development and education as well as financial literacy.
  - NWSoco offers affordable loan programs for home buyers through the Down Payment Assistance program, as well as rehabilitation loans for low-to-moderate homeowners in need of emergency repairs for health and safety concerns.
  - NWSoco's lending arm, Southern Colorado Community Lending, is a Certified Community Development Financial Institution and offers small business loans throughout southern Colorado.
  - NWSoco is an established developer of affordable and market-rate housing. NWSoco completed a 90-unit development in 2022 and broke ground on a 600+ unit development on Pueblo's west side in spring of 2023.
  - NWSoco also owns several rental units and administers more than 100 housing choice vouchers for the State of Colorado.
  - NWSoco is also very active with community engagement through several activities such as the monthly Bessemer Mobile Food Pantry, holiday food boxes, and fund raising for Christmas gifts for children and youth in foster care.

## **SCOPE OF SERVICES**

The Proposer shall be readily available to perform the following legal services, as requested by the Chief Executive Officer and/or Board of Directors:

- Review drafts of contracts and leases.
- Advise on legal issues related to organization and tax-exempt organization status.
- Advise on responses to subpoenas, court orders, and requests for information from third parties.
- Defend lawsuits, administrative claims, or other legal claims.
- Conduct litigation as necessary.

NWSoco is a multifaceted organization and will require representation and legal advice in the following areas:

- Real Estate
- Property Management
- Lending
- Personnel
- General Counsel

#### Additional Information

While this Request for Proposal (RFP) is intended to provide relevant information about NWSoCo, its affiliates and their requirements, proposers may be allowed a pre-proposal conference to answer any additional questions.

Furthermore, this Request for Proposal shall be considered as an integral part of any agreement awarded as a result of this, solicitation.

#### **METHOD OF RESPONSE**

A cover letter is to be provided with the following documents attached by each proposer:

##### *Executive Summary*

This summary should provide a synopsis of your overall proposal indicating the main points. It should contain a brief description of each section of the proposal.

##### *Legal Experience*

The Proposer should describe its experience related to the areas outlined in the scope of services above. There is a particular interest in the following topic areas: nonprofit and tax-exempt organizations; real estate and property management; lending; government grants and contracts; and general business operations. Additionally, if applicable, provide a description of any experience advising organizations comparable to NWSoCo that offer similar programs and government-funded services.

##### *Qualifications*

The Proposer should separately attach a description of the qualifications of attorneys to be assigned to the representation. Descriptions should include:

1. Professional and education background of each attorney.
2. Overall supervision to be exercised.
3. Prior experience of the individual attorneys with respect to the required experience listed above. Include resumes only of attorneys likely to be assigned to the representation. Education, position in firm, years and types of experience, and continuing professional education will be considered.

## **PRICE**

The proposed price should include information on the hourly billing rates of each attorney or other legal staff who are expected to work on this representation and charges for expenses, if any, such as legal research, copies, and electronic communication. Also include a retainer amount that would be charged to advise NWSoco on routine matters that could be handled over the telephone or otherwise without extensive research or other legal work. NWSoco reserves the right to negotiate with the Proposer on the structure of the billing and/or retainer fee.

## **SELECTION PROCEDURE**

The NWSoco Board of Directors will evaluate proposals. Firms selected by the Board of Directors will be invited to make a presentation, which should be divided into two sections. The first part should address the firm's overall approach of performing the services requested. The second part of the presentation will be a question-and-answer session where members of the Board will ask questions concerning the general presentation and the original proposal.

### *Final Selection*

It is expected that a selection of a firm to perform the services requested in this proposal will be made no later than April 1, 2025. All respondents will be notified in writing of the final selection.

*All Bids must be received in the office of NWSoco by close of business on March 15, 2025*

### *Bid Submission Procedures*

Your proposal and any other related documents should be submitted to:

NeighborWorks Southern Colorado  
1241 E. Routt Ave.  
Pueblo, CO 81004

You may also submit via email to [shabib@nwsoco.org](mailto:shabib@nwsoco.org) with a CC to [sgutierrez@nwsoco.org](mailto:sgutierrez@nwsoco.org)

Please contact our COO, Sarah Habib, at 719-404-3548 or [shabib@nwsoco.org](mailto:shabib@nwsoco.org), if you have questions.

If you are not interested in responding to this request, please notify us by e-mail at [shabib@nwsoco.org](mailto:shabib@nwsoco.org).

Sincerely,

Sandy Gutierrez  
Chief Executive Officer