



Housing Authority
of the
City of Alameda

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Responses to Questions Submitted for RFP: Legal Services

1. We had a question regarding the Cost Analysis and Budget for Primary Services Section. Can you clarify what type of costs you are requesting an itemized budget for? Is the budget limited to costs like photocopies, mail, etc., or something more, such as to legal services?

The rates referenced in Part 8, Section 1-A are hourly fees and/or standalone fees associated with the Scope of Services identified in Attachment D. Provide flat hourly billing rates for routine legal services for partners, associates, paralegals, and other associated professional staff, as well as any extraordinary costs, which are those costs associated with tasks beyond the routine scope of services. Proposed fees should be all-inclusive of related costs, including, but not limited to: employee wages and benefits, clerical support, licensing, insurance, materials, supplies, tools, equipment, and document copying not specifically agreed to by AHA. If standalone fees are applicable, please define the type and unit rates for reimbursement of expenses. Part 8, Section 1-B refers to travel time and the method of billing for traveling to AHA's office or for conferences. Any costs for approved travel will be reimbursed at reasonable rate, as preapproved by AHA. Cost proposal shall include approximate travel costs per in-person meetings at AHA's office. Please refer to AHA's Travel Procedures identified in Attachment F for more information. Part 8, Section 1-C refers to any applicable start-up related costs. All costs related to this contract will be governed by federal regulations and HUD Handbook No. 7460.8 REV 2.