

Agenda Item 12.E. – Authorize the Executive Director to Execute a Consultant Services Agreement between the Housing Authority of the City of Alameda and Aleshire & Wynder, LLP for General Counsel services with a maximum contract amount not to exceed \$250,000 for a three-year term, with two 1-year options

May 20, 2026



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# Agenda

- RFP Process & Timeline
- Evaluation
- General Counsel Services
- Recommendation for Selection
- Cost Proposal
- General Counsel Transition
- Questions



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# RFP Process

- On February 10, 2026, staff issued a Request for Proposals (RFP) for Legal Services
- AHA received 12 proposals from legal firms
- The Evaluation Committee reviewed and ranked the proposals
- Firms with interest in General Counsel services were selected to interview:
  - Aleshire & Wynder, LLP
  - Reno & Cavanaugh, LLP
  - Burke Williams Sorenson, LLP
  - Burns Law Group

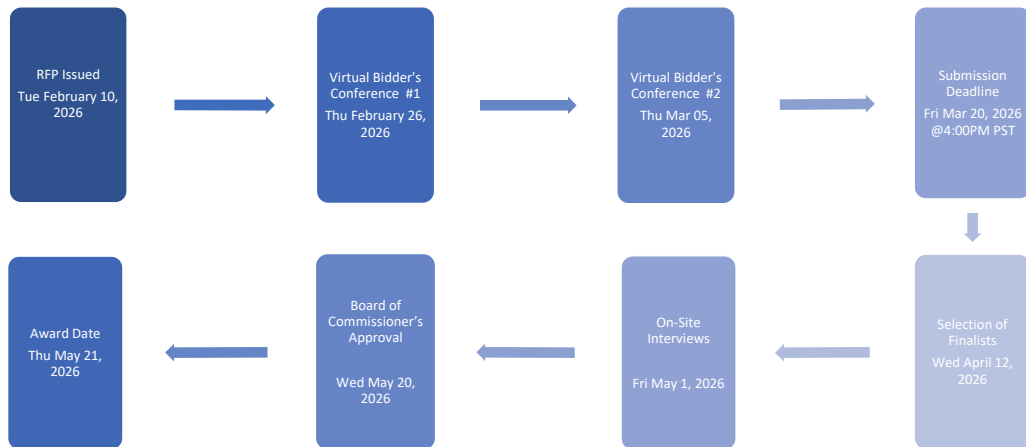


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# RFP Timeline



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# General Counsel Services

- Confer with and advising the officers, employees, and members of the Board of Commissioners of the Authority on legal matters and issues when requested.
- Provide regular and timely updates to key legislation, policy or regulation changes that impact the activities of AHA and its affiliated entities
- Research, interpret laws, proposed legislation, case law, and other statutory authorities pertaining to Federal, State and local government
- Research, interpret, and provide legal guidance on administrative and governance matters, including but not limited to, matters under the Freedom of Information Act and California Public Records Act, the Ralph M. Brown Act, Political Reform Act, and similar laws.
- Provide routine legal guidance and consultation on matters relevant to Authority 's functional areas such as Housing Programs, Real Estate Development, Asset Management, Human Resources, Finance, Administrative Services, and Information Technology, as needed.
- Attend weekly legal "General Counsel (GC) office hours" meeting with the Executive Director and staff at a fixed time and provide guidance on issues discussed.
- Respond to or assist staff in responding to legal notices. Represent the Authority before courts of law and administrative agencies, if requested.
- When litigation commences and General Counsel is appointed as lead counsel, lead preparation of a defense, update the Authority as necessary.
- Prepare legal opinions, position papers, oral or written reports on any matters outlined above and advise the Board of Commissioners and staff, accordingly. Recommend the retention of specialized legal counsel, when appropriate
- Review all hearing decisions prior to issuance.
- Review of Public Records Act requests, county records, and legal documents, papers, contracts, agreements, upon request and such other legal drafting may be required.
- Provide annual in-person training of staff and Board on Brown Act and Public Records Act.
- Provide, with Staff input, a quarterly written legal update to the Board.
- Conduct conflict of interest reviews in relations to Board members, Staff and Vendors.



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# General Counsel Services - Role Relating to Public Meetings and Board Business

- In-person attendance and guidance during any and all Housing Authority Board of Commissioners meetings (regular or special) and all affiliate Board meetings.
- Review all agendas before publication as to form and consistency between captions and memos. Review the content of memos that relate to compliance with Board, and HUD, matters and on any agenda items where General Counsel are also lead counsel or a review is requested. Provide comments in accordance with the Authority's Board preparation timeline and in the Authority's designated software system.
- Be available for questions and consultation from 12 noon – 2pm on the day of packet publication and from 12 noon -2pm on the day of the Board meeting.
- The attorney attending the meeting will ensure they have reviewed the Board packet prior to the meeting.
- Attend a monthly pre-board meeting with Board Chair and Executive Director (remote).
- Attend the Board of Commissioner and all affiliate Board meetings in person. Respond to questions and interject in the meeting, if needed, and address any issues of legal, bylaw or Robert's rules compliance.
- Guide closed session discussions during meetings (except Executive Director's evaluation) to ensure Brown Act compliance.
- Review draft minutes and approve final as to form only. Ensure form of minutes and agendas comply with the Bylaws.



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## Recommended General Counsel Firm - Aleshire & Wynder, LLP

- The Evaluation Committee ranked Aleshire & Wynder, LLP (A&W) as the top firm for General Counsel services.
- Staff recommends contracting A&W, with Adrian R. Guerra serving as General Counsel.
- A&W has worked with numerous public agencies and has extensive experience advising the governing bodies of public agencies.
- A&W currently serves AHA as Special Counsel
- Adrian R. Guerra has worked extensively with the Housing Choice Voucher and Public Housing programs, complaints filed with the U.S. Department of Housing and Urban Development and the California Civil Rights Department, and he also serves as a hearing officer in hearings to challenge housing authority administrative decisions.
- A&W offices are located in California (Irvine, Los Angeles, Riverside, Fresno, and Oakland).



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## Cost Proposal

Hourly rates for the firm are as follows:

Consultant Name	Position	Hourly Fee YEAR 1	Hourly Fee YEAR 2	Hourly Fee YEAR 3	Hourly Fee YEAR 4	Hourly Fee YEAR 5
Aleshire & Wynder, LLP	Partners	\$340	\$350	\$360	\$370	\$380
	Senior Associates	\$320	\$330	\$340	\$350	\$360
	Associates	\$300	\$310	\$320	\$330	\$340

**Travel Fees:** Travel between attorney offices (Irvine, Los Angeles, Fresno, Bay Area, or San Diego) and the Agency's office will be limited to a maximum of 2.5 hours each way, billed at a rate of \$250 per hour. Travel within Alameda County for attendance at in-person meetings, court appearances, depositions, administrative hearings, or other meetings and appearances will be billed based on actual travel time each way at a rate of \$250 per hour.



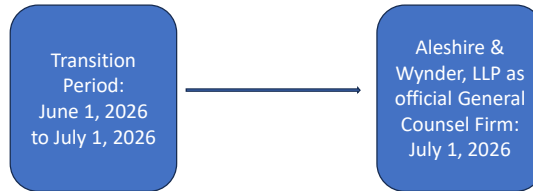
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# General Counsel Transition

- The current General Counsel firm, Goldfarb & Lipman LLP (Goldfarb), will be assisting with the transition process.
- Goldfarb has been offered to continue working with AHA as Special Counsel through the end of the current contract date of October 23, 2028.



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# Questions and Answers



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