

SYRACUSE HOUSING STRATEGIES CORPORATION
REQUEST FOR PROPOSALS
FOR
LEGAL SERVICES
FOR THE PERIOD
JANUARY 1, 2026 – DECEMBER 31, 2026

OCTOBER 2025

INQUIRIES AND PROPOSALS SHOULD BE DIRECTED TO:

MICHELLE SCZPANSKI
EXECUTIVE DIRECTOR

SYRACUSE HOUSING STRATEGIES CORPORATION
300 SOUTH STATE STREET
SUITE 700
SYRACUSE, NY 13202
SHSC@SYR.GOV | 315-448-8100



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300 SOUTH STATE STREET, SUITE 700
SYRACUSE, NY 13202
OCTOBER 23, 2025
REQUEST FOR PROPOSALS
FOR
SYRACUSE HOUSING STRATEGIES CORPORATION
LEGAL REPRESENTATION SERVICES

1. INTRODUCTION & BACKGROUND

The Syracuse Housing Strategies Corporation (the “Corporation”) was established pursuant to Sections 402 and 1411 of the Not-For-Profit Corporation Law of the State of New York and authorized by the City of Syracuse Common Council. The Corporation exists as a public instrumentality of, but separate and apart from, the City of Syracuse. The Corporation’s mission is to enable a protected, flexible source of capital to create and preserve safe, affordable, and attractive housing opportunities for current and future City of Syracuse residents.

SHSC is a newly established organization, incorporated in September 2024. As such, it is currently developing its operating policies and procedures, which are anticipated to evolve and be refined extensively in the coming years. It is anticipated to engage in a broad variety of primarily residential redevelopment projects in the coming year(s) including, but not limited to, issuing grants and loans to homeowners in Housing Strategy Areas in the City of Syracuse, for the purpose of increasing the curb appeal, marketability, and capacity of residents to invest in their properties and in their neighborhoods.

2. SCOPE OF SERVICES

- a. **DURATION:** The purpose of this Request for Proposals (the “RFP”) is to obtain legal representation services from January 1, 2026, through December 31, 2026. SHSC may opt to extend the term of the agreement beyond the existing time period.
- b. **MINIMUM SERVICE REQUIREMENTS:** The intent and purpose of this RFP is to solicit responses for the selection of an attorney, attorneys, or a firm to represent the Corporation in all legal matters. The Corporation is seeking representation in the following areas of law: 1.) Not-for-Profit Corporate representation; 2.) Litigation; and 3.) Single- and multi-family lending, and 4. Residential and commercial real estate development. It is the intent of the

Corporation to select one or more attorneys or firms to provide the following types of services as needed:

- i. Not-For Profit Corporation Representation.
 - ii. Representation in the areas of commercial and residential real estate transactions. Including sales, purchases, deeds, leases, land contracts, mortgages, notes, and workouts.
 - iii. Representation in matters of real estate litigation. Including transactional disputes and defense of negligence actions.
 - iv. Representation in matters concerning real property development.
 - v. Representation of the Corporation in matters related to New York Public Authorities Law.
 - vi. Representation in regard to the issuance of bonds.
 - vii. Representation in matters of environmental law and the New York Environmental Quality Review Act (SEQRA).
 - viii. Preparation of corporate policies and resolutions for monthly meetings, and representation at those meetings.
 - ix. Representation in the areas of Freedom of Information Law and Open Meetings law.
 - x. Representation in the area of single- and multi-family lending.
3. WHO MAY RESPOND: Only attorneys who are currently licensed to practice law in the State of New York and maintain an office within the City of Syracuse, NY, or law firms including such attorneys, may respond to this RFP.
4. RESPONSE ENCLOSURES: In order to be considered for selection, your Proposal must include the following:
 - a. An introduction to the individual or law firm, including name(s) and summary of relevant experience (including resumes) of individuals who will work with the Corporation in a professional capacity.
 - b. Physical location of all offices of the individual or firm with a description of the size and specific location of the office that will provide the proposed services.
 - c. An organization chart.
 - d. If applicable, the names of subcontractors or joint venture partners who would be engaged by your firm, including their background and relevant experience, key personnel, location of offices that would provide services, etc. (All as outlined for the primary Attorney or Firm).
 - e. A statement of interest in performing some or all of the proposed services outlined in Section 2, as well as your experience in all areas of law relevant to the representation requested in Section 2.
 - f. A description of your proposed approach to providing the services requested. Your description should address such items as how you will staff the project and the need for subcontractor support.

- g. A statement of qualifications to include recent specialized experience of the Attorney(s) or Firm and major subcontractors/joint venture partners in areas of representation sought.
 - h. Evidence (if any) that your firm has established and implemented an Affirmative Action Program.
 - i. A list of references including name, address, and phone number. References should include past and present clients.
 - j. The fee basis for the services being proposed and the method of billing. SHSC reserves the right to negotiate with the Offeror on the structure of the billing and/or retainer fee.
5. PROPOSAL SUBMISSION & INQUIRIES
- a. Five hard copies and one electronic copy must be submitted to:
Michelle Sczpanski
Executive Director
Syracuse Housing Strategies Corporation
c/o Department of Neighborhood and Business Development
One Park Place
300 South State Street
Suite 700
Syracuse, NY 13202
SHSC@syr.gov
 - b. Proposals must be submitted on or before 5:00PM on Friday, November 21, by ground delivery or in person. Please verify the receipt of proposals by the Corporation. Untimely submittals will not be reviewed. Submissions must be sealed and clearly marked on the lower left front with the RFP title. Responses by Fax will not be accepted.
 - c. All inquiries should be directed to SHSC@syr.gov.
6. CONDITIONS OF PROPOSAL:
- a. All costs incurred in the preparation of a proposal responding to this RFP will be the responsibility of the Offeror and will not be reimbursed by the Syracuse Housing Strategies Corporation.
7. PROFESSIONAL INSURANCE
- a. All selected providers will be required to retain professional malpractice insurance in an amount to be determined by the Board of Directors relative to the potential liability associated with services to be provided to the Corporation.
8. MINORITY AND WOMEN OWNED BUSINESS ENTERPRISES
- a. Efforts will be made by SHSC to utilize minority and/or women-owned businesses.
9. PROPOSAL EVALUATION, REVIEW, AND SELECTION PROCESS

- a. Upon receipt of Proposals, a Governance Committee will review each submittal and may recommend a provider or providers for approval by the Corporation's Board of Directors. The Corporation reserves the right, at any time, to reject any or all submissions of Proposals, request Proposals from and select a provider not previously submitting Proposals, waive any requests of the RFP, alter the scope of services, or issue a subsequent Request for Proposals.
- b. Firms should be willing and able to provide additional information that may be required by the Governance Committee. Additionally, interviews and office visits may be requested at the discretion of the Governance Committee.
- c. The criteria that will be considered by the Governance Committee will be the information submitted under items 'a' through 'j' of Section 4. Your proposal should address as many of these items as possible.

10. NOTIFICATION OF AWARD

- a. It is expected that a decision selecting the successful Firm will be made two to four weeks of the closing date for the receipt of proposals. Upon conclusion of final negotiations with the successful Firm, all Offerors submitting proposals in response to this Request for Proposal will be informed, in writing, of the name of the successful consultant. It is expected that the contract shall be used for the disclosed period of January 1, 2026 through December 31, 2026. The contract is based upon work performed within this time frame with a monthly retainer. Additional fees should be outlined on an hourly and flat monthly rate.

11. PROFESSIONAL SERVICES CONTRACT

- a. After a provider or providers are recommended to the Board of Directors, and if the Board approves of the selection, the Board will authorize by resolution a professional service contract with the selected provider. The contract shall include all of those provisions as required by law and those deemed necessary and appropriate by the Corporation's counsel. Specific terms of the contract may be negotiated with the selected provider prior to Board authorization of the final contract.

END OF DOCUMENT