

Be Part of Jamestown's Bold Approach to Neighborhood Revitalization

The Jamestown Urban Renewal Agency (JURA) is seeking experienced attorneys or law firms to provide municipal prosecution and code enforcement legal services that support the City of Jamestown's aggressive and evolving code enforcement strategy. This is an opportunity to become an essential legal partner in a forward-thinking, cross-functional effort to protect public health and safety, promote housing equity, and stabilize vulnerable neighborhoods.

Jamestown: A City in Motion

Jamestown, New York, is a city with a proud industrial legacy and a vision for a vibrant, equitable future. As the economic and cultural anchor of Chautauqua County, Jamestown combines historic assets, strategic location, and civic leadership focused on revitalization. With a proactive Department of Development and a committed City Council, Jamestown is tackling the challenges facing legacy cities head-on.

Adding More Tools to the Toolbox

In recent years, the City — through the Department of Development — has advanced a series of legislative, administrative, and policy reforms designed to enhance the effectiveness of code enforcement and legal remedies. These include:

- Creation of new local laws and code amendments aimed at increasing accountability for absentee and negligent property owners;
- Enhanced penalty structures and streamlined enforcement procedures to facilitate more timely and effective responses to chronic code violations;
- Expanded authority for code officers and legal counsel to pursue injunctive relief and nuisance abatement for properties that pose a risk to public health and safety;
- Increased investment in data systems and interdepartmental coordination, allowing for more targeted enforcement and better tracking of problem properties;
- Utilization of federal Community Development Block Grant (CDBG) funding to support code enforcement capacity and legal action in low- and moderate-income neighborhoods;
- Development of a Housing Court Representative to standardize the court process and prioritize the most serious code and housing cases and ensure court continuity for enforcement actions;
- Ongoing efforts to modernize rental registration, vacant property tracking, and demolition protocols, with the goal of closing loopholes and accelerating compliance.

These initiatives reflect the City's clear commitment to providing "more tools in the toolbox" — not only for inspectors and development staff, but for the legal counsel who will be instrumental in achieving lasting results.

The Opportunity: Legal Counsel for a City That's All In

The selected attorney or firm will work closely with the Department of Development, Code Enforcement, and Corporation Counsel to support and prosecute cases related to:

- Housing Court enforcement actions;
- Building, fire, zoning, and rental code violations;
- Unsafe structures, nuisance abatement, and illegal occupancy;
- Fair housing compliance;
- Property acquisition, development, and related real estate matters.

Legal counsel will be a critical part of a multi-disciplinary team working to ensure safe, habitable, and legally compliant housing in every Jamestown neighborhood.

Make a Measurable Impact

This is not routine municipal law. This is purpose-driven legal work with real consequences — for families living in unsafe housing, for neighbors dealing with blight, and for a City investing in its long-term livability. Whether you're a solo practitioner with housing law experience or a firm that understands municipal prosecution, this is your chance to contribute to a city determined to change its trajectory.

Submit Your Proposal

Review the full Request for Proposals (RFP) and submit a qualifications package that outlines your experience and approach to supporting Jamestown's code enforcement mission.

Help us continue building a stronger, safer, and more resilient Jamestown — with the full force of the law and a toolbox that keeps growing.

CITY OF JAMESTOWN, NEW YORK
REQUEST FOR PROPOSALS
MUNICIPAL PROSECUTION AND CODE ENFORCEMENT SERVICES

I. Introduction

The Jamestown Urban Renewal Agency ("JURA") is seeking statements of qualifications and proposals from experienced and qualified attorneys or law firms to provide municipal prosecution and code enforcement legal services on an as-needed basis. This Request for Proposals ("RFP") outlines the scope of services, proposal format, submission instructions, and the selection process.

II. Background

Jamestown is a vibrant city located in Chautauqua County in Western New York. Incorporated in 1886, the City operates under a council-mayor form of government and serves as the economic and cultural hub of the county. As part of the City's commitment to maintaining high standards of public health, safety, and quality of life, we are seeking professional legal support to enhance and support our Code Enforcement operations. The City's Code Enforcement Division, under the direction of the Director of Development, enforces a wide array of local ordinances and New York State codes, including zoning, property maintenance, housing, building, and public nuisance regulations. These efforts support neighborhood stabilization, public health, environmental quality, and livability standards. The Department of Development administers the City's Code Enforcement Program, which may be partially supported by federal CDBG funding.

III. Scope of Work and Requirements

The JURA seeks qualified legal counsel to provide litigation and advisory services related to housing court, code enforcement, and associated real estate matters within the City of Jamestown, New York and the Chautauqua County Landbank.

The selected counsel shall work in close coordination with the City's Department of Development, Chautauqua County Landbank, and Corporation Counsel, ensuring effective representation aligned with housing, code enforcement, and community development goals. Services may include, but are not limited to, the following:

A. Housing Court and Code Enforcement Representation

1. Represent JURA and/or the City of Jamestown in all housing court proceedings, including:
 - a. Enforcement actions involving building, zoning, fire, and rental code violations.
 - b. Unsafe or unsanitary living conditions, illegal occupancy, and unauthorized commercial or multifamily uses.
 - c. Criminal prosecution of misdemeanors, infractions, and failure to comply with compliance orders.

2. File and prosecute legal actions to:
 - a. Compel compliance with applicable local and state laws.
 - b. Seek civil penalties, rent abatements, injunctions, nuisance abatement, or other remedies.
3. Advise and coordinate with City officials and Code Enforcement Officers on open enforcement matters, legal strategy, and prosecution preparation.
4. Legal Advisory and Administrative Services
 - a. Draft, issue, and review legal documents including:
 - i. Notices of violation, appearance tickets, compliance orders, correspondence, and court filings.
5. Provide ongoing legal consultation and strategic guidance regarding:
 - a. Local, state, and federal housing laws and regulations.
 - b. Drafting or reviewing proposed amendments to local housing ordinances or code.
 - c. Real estate related matters.
6. Clearly define and advise on case types and thresholds (e.g., building code, rental code, multi-family violations, fire safety compliance).
7. Real Estate and Property Law
 - a. Provide legal assistance in the acquisition and development of real estate for affordable or mixed-use housing, including:
 - i. Drafting and reviewing purchase agreements, financing and development documents, and land use instruments.
 - ii. Advising on zoning, title, and land survey issues.
 - iii. Title examination, resolution of title defects, and coordination with land surveyors.
8. Fair Housing and Anti-Discrimination
 - a. Represent and/or advise JURA in compliance and defense matters involving:
 - i. Federal Fair Housing Act (42 U.S.C. § 3601 et seq.).
 - ii. New York Executive Law § 296 and other applicable anti-discrimination statutes.
9. Support investigations or proceedings before administrative agencies or courts regarding housing discrimination claims.
10. Injunctive and Civil Relief
 - a. Prepare and prosecute civil actions, including:
 - i. Injunctions to halt unlawful construction or occupancy.
 - ii. Nuisance abatement proceedings.
 - b. Represent JURA in actions involving closure of unsafe premises, suspension of business operations, or enforcement of court orders.
11. Geographic Scope

- a. All legal services shall be provided for matters arising within the jurisdictional limits of the City of Jamestown, New York and Chautauqua County.

IV. Minimum Qualifications:

- A. Licensed to practice law in New York State and in good standing with the New York State Bar.
- B. At least five (5) years of experience in municipal or prosecutorial law, with specific experience in code enforcement litigation is preferred.
 1. As Building and Zoning Code enforcement is an ever-evolving area of law, candidate would be required to stay up to date with any changes to law, new case law, and be able to help form solutions to problems faced by the municipality, due to housing and property issues.
- C. Counsel must have Federal and New York State litigation experience and be admitted to practice in New York State and the United States District Court for the Western District of New York.
- D. Demonstrated knowledge of state and local laws pertaining to land use, housing, building safety, and public nuisances.
- E. Familiarity with housing litigation, including claims of housing/racial discrimination;
- F. Familiarity with and experience handling claims made under the Fair Housing Act, 42 U.S.C. § 3601, et seq; and
- G. Familiarity with and experience handling claims made under New York Executive Law § 296.
- H. Demonstrated knowledge of Business Corporation Law (BCL), Limited Liability Company Law (LLC), and any other relevant sections to bring and enforce code enforcement actions. Must have knowledge in 'Piercing the corporate veil'.
- I. Demonstrated knowledge of Real Property Actions & Proceedings (RPAPL) and Real Property Law (RPL), specifically sections relevant to code enforcement and municipal actions. Qualified candidate would be able to use imposed liens to seek 'In Rem' foreclosure actions. Qualified candidate would be familiar with RPAPL article 19-A and 19-B and be able to execute those proceeding. Candidate would help advise the municipality on other forms of corrections available to the municipality, via code enforcement, or other property related measures.
- J. Demonstrated knowledge of NYCRR Title 19.
- K. Demonstrated knowledge of RPAPL Article 13, specifically any sections relevant to 'Zombie' property proceedings.
- L. Demonstrated knowledge of Criminal Procedure Law (CPL)- Specifically sections referring to Building and Zoning violations. Extensive knowledge of CPL Title H, specifically where it refers to actions involving Real Property and Building and Zoning violations.
- M. Demonstrated knowledge of Civil Practice Law & Rules (CPLR)- Specifically sections referring to Building and Zoning violations. Proper knowledge of CPLR§308, relevant

case law, and application are a must. Knowledge of CPLR Article 13. Knowledge of use of CPLR to bring civil actions to recuperate losses incurred by the city due to property owner negligence.

N. General knowledge of Multiple Dwelling Law (MDW)

O. No disqualifying conflicts of interest under the Public Officers Law or any other applicable regulation.

P. Professional liability insurance coverage and a record of ethical, reliable, and competent practice.

V. Proposal Format and Content

The proposals must be signed by an individual who is authorized to bind the Firm to all commitments made in the proposal. Each proposal should include the following elements:

A. Relevant experience and qualifications

1. Description of legal training, professional experience, and date of bar admission.
2. Summary of municipal or public-sector legal practice.
3. Relevant knowledge in New York municipal law and code enforcement procedures.
4. List of similar clients and years of service.
5. Examples of litigation, prosecution, and enforcement actions.
6. Familiarity with land use and nuisance abatement law.
7. Location and accessibility to the City of Jamestown.
8. Any relevant honors, publications, or professional affiliations.

B. Cost Proposal:

1. Rate schedule (hourly or fixed rates, as applicable).
2. Detailed breakdown of all costs, including any reimbursable expenses (e.g., travel, filing fees, mailings, etc.).

Note: Payment for services rendered is made on a monthly basis, following submission of an invoice, which is subject to review and audit by JURA personnel. Billing shall be computed on one-tenth of an hour basis, and invoices must clearly reflect the staff assigned to this project, the number of hours or portion thereof spent on this project, the hourly rate of each staff member, and a description of the services rendered by each staff member.

Note: The JURA makes no representation of the actual value of the work. Further, as part of the award process, a maximum dollar amount may be determined and may be incorporated into the agreement that is awarded pursuant to this Request for Proposals. The JURA further states that it also makes no representation that actual services required will be for the full maximum dollar amount incorporated into the agreement.

C. Responsiveness to the scope of services

D. References and prior performance

E. At least three (3) professional references.

F. Additional Information:

1. Any other materials or information the proposer deems appropriate.

VI. Submission Guidelines

Proposals must be submitted by October 5, 2026 to:

City of Jamestown Department of Development
Attn: Kasie Foulk
200 East Third Street
Jamestown, NY 14701

Three (3) printed copies are required. Proposals must be sealed and clearly marked: "RFP: Municipal Prosecution and Code Enforcement Services."

Questions regarding this RFP should be directed to Kasie Foulk at (716) 483-7541 or via email at foulk@jamestownny.gov

VII. Evaluation and Selection Process

A contract may be awarded to the proposer whose proposal achieves the highest evaluation, and not solely on the basis of price. The JURA will evaluate proposals based on responses to above listed proposal content.

Interviews may be conducted at the JURA's discretion. The selected proposer will enter into a professional services agreement with the JURA, subject to City Council approval. The initial term will be for three (3) years, with the possibility of two (2) one-year extensions.

VIII. General Terms and Conditions

Equal Opportunity Compliance- The successful proposer must be an Equal Opportunity Employer and must obtain prior approval before engaging any subcontractors.

- A. Contractor Qualifications- All contractors and subcontractors must meet minimum insurance requirements and demonstrate both financial stability and operational capability. Subcontractors must be properly licensed and have no outstanding tax obligations, labor violations, or other disqualifying legal or regulatory issues.
- B. Contract Award and Incorporation- JURA reserves the right to award the contract in whole or in part. The selected proposal, along with the contents of this RFP, may be incorporated into the final contract.
- C. Contract Term- The initial contract term will be three (3) years, commencing on or about [INSERT DATE], and is subject to annual budget appropriations.
- D. Proposal Pricing and Validity- Proposal pricing must remain valid for a minimum of ninety (90) days from the submission deadline. Proposals may be withdrawn in writing prior to the deadline.

- E. Right to Clarify or Reject- The JURA reserves the right to request additional information or clarification from proposers. It may accept or reject any proposal, in whole or in part, at its sole discretion.
- F. Proposal Costs- All costs associated with the preparation and submission of a proposal are the sole responsibility of the proposer.
- G. Freedom of Information Law (FOIL)- All proposal documents are subject to disclosure under the New York State Freedom of Information Law.
- H. Legal Compliance- Proposers must comply with all applicable federal, state, and local laws and regulations.
- I. Contract Format- The final agreement will be in a format provided by and subject to approval by the JURA.

IX. Attachments

Conflicts of Interest Disclosure

Certificates of Insurance Requirements

CONFLICT OF INTEREST

Please disclose any conflicts of interest as outlined below. NOTE: If no conflicts exist, please expressly state "No conflict exists."

1. Any material financial relationships that your firm or any firm employee has that may create a conflict of interest or the appearance of a conflict of interest in being awarded this contract with the CITY OF JAMESTOWN.
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2. Any family relationship that any employee of your firm has with any public servant that may create a conflict of interest or the appearance of a conflict of interest in being awarded this contract with the CITY OF JAMESTOWN.
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3. Any other matter that your firm believes may create a conflict of interest or the appearance of a conflict of interest in being awarded this contract with the CITY OF JAMESTOWN.
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CERTIFICATION

A MATERIALLY FALSE STATEMENT WILLFULLY OR FRAUDULENTLY MADE IN CONNECTION WITH THIS QUESTIONNAIRE MAY RESULT IN RENDERING THE SUBMITTING BUSINESS ENTITY NOT RESPONSIBLE WITH RESPECT TO THE PRESENT PROPOSAL OR FUTURE PROPOSALS, AND, IN ADDITION, MAY SUBJECT THE PERSON MAKING THE FALSE STATEMENT TO CRIMINAL CHARGES.

I, _____, being duly sworn, state that I have read and understand all the items contained in the foregoing pages of this questionnaire and the following pages of attachments; that I supplied full and complete answers to each item therein to the best of my knowledge, information and belief. The undersigned also certifies that s/he has not altered the content of the questions in the questionnaire in any manner; has read and understands all of the items contained in the questionnaire and any attached pages; has supplied full and complete responses to each item therein to the best of his/her knowledge, information and belief; is knowledgeable about the submitting business's business and operations; understands that the CITY OF JAMESTOWN will rely on the information supplied in this questionnaire when entering into a contract or agreement with the business; and is under duty to notify the CITY OF JAMESTOWN of any material changes to the business's responses herein

Sworn to before me this _____ day of _____ 20____

Notary Public

Name of submitting business: _____

By: _____ / /
Print name Date

Signature

Title