

# **Warren County LDC Request for Qualifications: Legal Services**

Warren County Local Development Corporation (WCLDC) is requesting statement of qualifications for legal services as an independent contractor.

## **General Background RFQ Submission Requirements:**

WCLDC would like to retain through this procurement process professional services of certain individual and or legal firm to perform variety of legal services. Selected firms will be eligible for potential legal work over the next three years 2022-2025.

## **Scope of Services:**

The solicited scope of services includes, but is not limited to, the following tasks:

Legal services by licensed NYS individuals/firms that have demonstrated expertise in representing local development corporations, industrial development agencies, civic development corporations and other agencies involved in economic development projects, contracts, real estate, lending, environmental issues & compliance, Freedom of Information Law, Open Meetings Law, SEQRA Process, PAAA/Authorities Budget Office experience in compliance and governance.

It is the intent of the organizations to establish a list of legal firms that are pre-qualified and eligible under the organizations procurement to work on the herein described area of legal services. A statement of your firm's interest and qualifications regarding certain aspects of requested services is requested and solicited.

## **Qualifications:**

The RFQ proposal should include detailed information regarding the individual and or firm's interest and qualifications. To be considered to perform legal services requested by this RFQ, a firm or group shall submit a proposal demonstrating the following:

1. Current relevant experience regarding comparable legal services with similar type economic development organizations,
2. Provide current list of municipal –organizations clients (name of Municipality and or organizations, description of work and reference and contact information),
3. The proposed staffing plan for the services to be offered including qualifications, resumes of key personnel shall be submitted.

## **Agreement Format and Insurance Requirements:**

The selected firm or group must be prepared to comply with organizations' terms and insurance requirements. Insurance requirements may vary according to the organization and scope of services.

### **Proposed Compensation**

This request and solicitation is for a *Statement of Interest and Qualifications*. While a detailed cost proposal is not requested at this time, representative fees for scope of services outlined herein, and fees associated with staffing is requested. Final compensation will be determined through negotiations with selected firm(s) for specific tasks/ projects.

### **Proposal Submission:**

1. Qualifications: 2 paper copies must be received no later than 3:00 p.m. Thursday June 16, 2022 and shall be submitted to:

Jim Siplon, CEO EDC, 11 South Street – Suite 201, Glens Falls, NY 12801 (518) 761-6007

[jsiplon@edcwc.org](mailto:jsiplon@edcwc.org) and [loldenburg@edcwc.org](mailto:loldenburg@edcwc.org)

RFQ received after this date will be returned unopened. RFQ must be *received by*, not postmarked by, the final filing date and time. Telephone or facsimile submittals will not be accepted.

2. Proposal submittals shall be brief and concise, containing no more than (16) pages of material (excluding opening and rear cover). Submittals in excess of 16 pages shall be considered to be non-responsive.

3. Proposals shall include the following:

a. Cover Letter: One page cover letter which includes the mailing and e-mail addresses and telephone and fax number of the person(s) to be used for contact and who is authorized to represent the firm or group.

b. Table of Contents: An index of material included in the proposal.

c. Statement of Interest: A statement of interest describing interest in item(s) selected from tasks outlined in the "Scope of Services" section above.

d. Statement of Qualifications: A statement of the firm's or group's qualifications including specific personnel covering the items listed in the "Qualifications" subsection above.

e. Management and Staff: Describe the organizational structure that is proposed to implement the various projects, including support staff, any subcontractors. Include resumes of key project personnel along with fee schedule

f. Workload Management: Outlined workload management techniques that will allow ongoing assessments of current workloads.

4. All questions regarding this solicitation and the projects enumerated herein should be directed in writing or emailed to:

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[jsiplon@edcwc.org](mailto:jsiplon@edcwc.org) and [loldenburg@edcwc.org](mailto:loldenburg@edcwc.org)

5. Any costs incurred by the respondents in the preparation of any information or material submitted in response to the RFQ shall be borne solely by the respondents.

6. RFQs may be subject to certain disclosure under (NYS Law).

### **Representative of Requested Services:**

Shall provide timely counsel for organizations' CEO, CFO and Board on variety of issues upon request, May attend Board meetings, and other meetings at request of CEO,

Shall assist EDC in ensuring that organization is in PAAA /ABO, Freedom of Information Law, Open Meeting Law compliance,

Shall upon request prepare appropriate organization's resolutions, loan closing documents,

Undertake PAAA compliant real estate transactions on need basis,

Shall be considered for Bond Counsel (if eligible to undertake bond transactions)

**Selection Criteria:**

1. Selection criteria will be considered in the following order of importance:
  - a. Individual and firm's experience/qualifications in designated areas of law including economic development, PAAA requirements and compliance with Authorities Budget Office (ABO) and State Comptroller's Office.
  - b. Ability to meet schedules and respond in timely manner to inquiries; keep work within the allocated budget,
  - c. Availability of experienced members of legal team,
  - d. Current workload-capacity of firm,
  - e. Past performance in delivery of services,
  - f. Overall cost-hourly rate,
  - g. Possess experience/expertise within the designated organizations mission, bylaws, and state laws.
2. WCLDC will evaluate all pertinent information and will establish a qualified list from individuals/ firms responding. Individuals/Firms may be contacted for additional information. If warranted, detailed interviews at the sole discretion of the respective organization may be conducted.
3. WCLDC reserves the right to reject any and/or all proposals, and to waive or decline to waive irregularities in any submittal.
4. It is anticipated that the approved list of individual/qualified firms will be designated in the 3<sup>rd</sup> quarter 2022.
5. Designation on qualified list means that the individual(s) firms have been prequalified; and the individual(s), firms are deemed eligible under WCLDC's procurement process and may be considered to undertake certain legal services as counsel, special counsel and or bond counsel as requested by WCLDC.

**PLEASE NOTE: The purpose of this RFQ is to procure described legal services for engagement as counsel or special counsel for WCLDC on a need basis, for specific projects, and or bond counsel. It is expected that a number of legal firms and or individual attorneys will be selected to be eligible to undertake legal work on behalf of WCLDC through this procurement process. Nothing in this process shall preclude WCLDC from seeking and retaining other legal firms or individuals not on this pre-qualified list for legal work for WCLDC**