

# **LOCUST CENTRAL BUSINESS DISTRICT REQUEST FOR PROPOSALS (“RFP”) FOR THE PROVISION OF LEGAL SERVICES**

February 2022

The Board of Commissioners of the Locust Central Business District (“LBD”) is seeking a qualified company to provide services within the LBD. The LBD is a Special Business District which is a political subdivision of the State of Missouri created pursuant to Chapter 71 of the Revised Statutes of the State of Missouri and has the authority to contract for the provision of supplemental services within its boundaries.

## Summary

The Locust Special Business District (LBD) is seeking proposals from qualified law firms to provide legal services. The selection of the successful agency will be made based on evaluation and determination of the relative ability of each law firm to deliver quality service in a cost-effective manner.

Firms may bid on any, or all, of the services listed below. The RFP establishes minimum requirements a bidder must meet in order to be eligible for consideration as well as information to be included in the Firm's bid response. The selection of the successful agency will be made based on evaluation and determination of the relative ability of each Agency to be accountable and deliver quality service in a cost-effective manner.

The following specific criteria will be evaluated and must be addressed in the proposal:

- 1 Company History and Organization
- 2 Management Approach
- 3 Personnel Selection Process
- 4 Cost Proposal and Invoking
- 5 References

## Project Background

The services sought in this RFP will include the entire LBD which is generally bounded by Olive Street to the south, 18<sup>th</sup> Street to the east, Delmar Boulevard to the north and Compton Avenue to the west but as is more specifically shown on the map of the LBD attached hereto. The LBD is a political subdivision of the state and has an annual budget of approximately \$300,000 to \$500,000.

### Scope of Services to be Provided within Project Boundaries:

1. Review, draft, and negotiate contracts
2. Advise on corporate and tax-exempt organization legal issues
3. Advise on individual independent contractor matters
4. Review personnel, fiscal and other policies, as well as organizational by-laws
5. Attend Board of Commissioners and Committee meetings as necessary
6. Advise on government grant and contract issues
7. Advise on responses to subpoenas, court orders, and requests for information from third parties
8. Defend lawsuits, administrative claims, or other legal claims
9. Conduct litigation as necessary
10. Know the Missouri Revised Statutes, Rules and Procedures for Political Subdivisions and advise the Board as needed
11. Other legal services as needed

### Minority and Women-Owned Business Participation

The LBD's goal for MBE and WBE participation is 25% and 5% respectively.

### Terms of Contract

The term of this contract shall be for a three (3) year period unless terminated by either party with thirty (30) days written notice.

The law firm shall provide appropriate and necessary management and supervision for all employees and shall be solely responsible for instituting and invoking disciplinary action of employees not in compliance with Agency's rules and regulations, as well as any other policy established by the contracting parties.

The law firm shall ensure hiring, training and administration of motivated and professional employees that meet or exceed the LBD's standards.

The law firm shall administer all cost accounting and billing relative to this contract.

The law firm shall respond as necessary to accommodate additional hours or services as may be requested by the LBD.

## Submittal Requirements

Bidder is to address the following subjects in the response. Reference any attachments in the text and include printed copies of attachments at the back of your submitted document.

### **1. Company History and Organization:**

Provide a brief law firm history. Explain ownership and include name and title of the personnel who would be directly responsible for the representation

### **2. Management Approach:**

Describe in detail how your Agency will be organized to manage this project. Indicate by position or title, the person who will have the overall responsibility for the supervision of account.

### **3. Personnel Selection Process:**

Describe how selection of appropriate attorneys is accomplished.

### **4. Cost Proposal and Invoicing:**

Provide billing rates per instance. Propose invoicing frequency, procedures, and applicable discounts.

### **5. References:**

Provide at least three (3) client references whose areas/districts are comparable in size, profile and service hours to the LBD. Include reference name, address, and contact number.

### **Proposal Evaluation Procedure:**

The LBD Board of Commissioners will review proposals and make final approval. The LBD Board of Commissioners may request a meeting with some qualified law firms prior to final selection.

All responses to this RFP must be received by the LBD no later than 5:00pm on June 10, 2022. Please submit your response to:

Ms. Yulonda Carter  
Locust Central Business District  
715 N. 21<sup>st</sup> Street, Suite A  
St. Louis, MO 63103

Any questions regarding this RFP should be directed to Ms. Carter at the following telephone number: 314-652-2220 or email address: [info@locustbusinessdistrict.com](mailto:info@locustbusinessdistrict.com)

The selection of a bidder will be made based on evaluation and determination of each bidder's ability to deliver quality service in a cost-effective manner. The LBD Board of Commissioners reserves the right to reject any and all proposals, or any part of a proposal; to waive minor defects or technicalities; or to solicit new proposals on the same project or modified project, which may include portions of the original RFP document, as the LBD may deem necessary and in its best interest of the LBD.