

REQUEST FOR PROPOSAL (RFP): LEGAL SERVICES

Purpose

Danville Boyle County Economic Development Authority (EDA) is requesting a statement of qualifications and proposals to provide legal services from firms experienced in local government, Special Purpose Governmental Agencies (SPGE) and/or community and economic development agencies.

Legal Services Requested:

Following are the primary responsibilities for the EDA attorney:

1. Assist in establishing a legal entity in compliance with Kentucky Revised Statutes.
2. Attend any EDA meeting and other City Commission or Fiscal Court meetings as requested by the EDA Board of Directors.
3. Assist in the due diligence, acquisition, and disposition of any EDA-owned property.
4. Draft any notes, mortgage, security agreements, promissory notes and any other loan documents as requested.
5. Advise Board members and other staff on EDA legal matters.
6. Represent EDA for Bonds related to financing Developments.
7. Provide advice on open meeting law, data practice, records retention and privacy issues.
8. Assist in the negotiation and preparation of contracts for development, agreements, and other contractual arrangements between the EDA and a property owner, developer or business.
9. Assist with the legalities associated with the development of housing and economic development programs, incentives and preparation of the appropriate documents and resolutions.

Attorney Qualifications:

- A. Identify the specific attorney who will serve as the lead attorney for legal services and indicate the following respecting that attorney:
 - i. Academic training and degrees;
 - ii. Description of background and experience;
 - iii. Description of prior municipal experience including cities or economic development and community agencies served in a similar capacity; and
 - iv. List of litigation in communities where designated attorney served as lead attorney and outcomes of litigation.

- B. Identify attorney who will serve in the lead attorney's absence and provide information as requested in above.
- C. Identify other attorneys and support staff who will supply services for which the EDA will be charged.
- D. Current responsibilities of person designated to serve as lead attorney.
- E. List of any EDA organizations the firm currently represent and for what type of service.
- F. List of EDA's the firm began representing in the past three years and EDAs your firm has stopped representing in the past three years.
- G. Names, telephone numbers, and contact person of at least three (3) client references.
- H. Copy of Malpractice/liability Insurance Certificate.

Fees:

EDA Attorney—firms desiring to be considered for EDA Attorney services shall clearly indicate a fixed, hourly dollar amount for EDA Attorney, other attorneys and support staff that may be working on EDA business also include any additional costs that could be associated with services provided.

Questions regarding this RFP should be directed to:

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