**REQUEST FOR PROPOSAL**

**FOR THE PERIOD FEBRUARY 1, 2023, TO DECEMBER 31, 2023**

 **AND**

**STATEMENT OF QUALIFICATIONS**

**INFORMATION**

1. The La Porte County Redevelopment Commission (LPCRDC) is requesting proposals with Statements of Qualifications from law firms to be designated as the LPCRDC Attorney. The LPCRDC Attorney is appointed by the LPCRDC.
2. Responses must be received by the LPCRDC by Noon on February 4, 2023. Interested firms should submit their proposal in the format described below to:

 La Porte County Redevelopment Commission

 Attention: Mary Jane Thomas

 Mjthomas2027@gmail.com

**SCOPE OF SERVICES**

1. Duties

In accordance with Indiana Code and the policies of La Porte County and the LPCRDC, the LPCRDC Attorney shall perform the following duties:

1. Act as the legal advisor to the LPCRDC.
2. Advise the LPCRDC relative to hiring of vendors.
3. Review, draft, and negotiate contract and leases.
4. Litigate all matters that may arise including, but not limited to: actions against the LPCRDC and actions against the LPCRDC members.
5. Advise on responses to subpoenas, court orders and request for information from third parties.
6. Attend LPCRDC meetings as necessary.
7. Perform other duties as may be directed by the LPCRDC.
8. Estimated workload and support services
9. The LPCRDC does not guarantee a set workload or billable hours.
10. The LPCRDC Attorney shall provide all the administrative services and support necessary to manage the workload in order to complete all assignments. This includes office facilities
11. For all work product and services, the LPCRDC Attorney shall provide time records and detailed cost for supplies and other service items that are billed to the LPCRDC.

**REQUEST FOR PROPOSAL INFORMATION**

The LPCRDC is collecting sufficient information to ascertain the experience and capabilities of your firm. Firms failing to meet any one of the following requirements or minimum eligibility criteria will be rejected without further consideration:

* Only Attorneys who are currently licensed to practice law in the State of Indiana and maintain an office in the State of Indiana may respond to this Request for Proposal.
* The proposal must include all required information requested in this section of the Request for Proposal.
* Description of experience.
1. Provide background information on your firm to include the following:
2. Office location(s)
3. Explain why your firm is qualified to handle the legal services for the LPCRDC and why you are interested in the work.
4. Identify the key contact person for the firm for this proposal.
5. Provide information on your firm’s specific experience that demonstrates your firm’s ability to handle this assignment.
6. Describe how your firm will handle the day–to-day activities of this assignment.
7. Provide a list of recent and /or current clients, including a contact person with address and telephone number.
8. Provide a brief resume, including educational background, of qualifications for each person to be assigned to t provide services to the LPCRDC under this proposal.
9. Provide a statement that the firm will maintain comprehensive liability, professional liability and workers ‘compensation insurance on all staff assigned to work for the LPCRDC.
10. The LPCRDC will not be liable for any costs incurred by any firm in responding to the Request for Proposal.
11. Provide any additional information you consider to be of value in evaluating your firm’s qualifications.
12. Cost Proposal
13. Please list the hourly rate(s) to be charged to perform legal services.
14. Indicate cost reimbursement expenses. (E.g. filing fees, process server fees, research fees, mileage, copies, phone services, etc.…….)

**REVIEW AND EVALUATION PROCESS**

The LPCRDC intends to select the firm that presents the best combination of experience, capacity and hourly rate(s) to meet the needs of the LPCRDC. The LPCRDC will review all responses submitted, call references and others who have worked with your firm. Interviews will be held with LPCRDC on February 9, 2023. Please save this date. Notification of award to the successful firm to made at the LPCRDC February Special meeting.

LPCRDC reserves the right to reject any and all proposals received in response to this Request for Proposal.