



**REQUEST FOR PROPOSALS
GENERAL COUNSEL SERVICES
Buda Economic Development Corporation
405 E. Loop Street, Bldg. 100-EDC
Buda, TX. 78610**

Authorized Contact

Mandy Shaw

Operations & Finance Administrator

512-295-2022

mandy@budaedc.com

The Buda Economic Development Corporation is soliciting proposals from law firms to provide **General Counsel services**. Law firms are invited to submit qualifications and proposals for the provision of these services. In order to be considered, proposals must address each of the requests for information included in the attached document. In addition, information regarding rates and fees must be submitted on the sheet included in this Request for Proposals (RFP).

Any questions regarding this RFP should be addressed to Mandy Shaw, Operations & Finance Administrator, mandy@budaedc.com. **In order to be considered, proposals must be received no later than 4:00 p.m. on Tuesday, August 6, 2019. If you have any questions, please contact the Buda Economic Development Office at (512) 295-2022.**

Proposal Submission: Qualified firms are invited to submit a proposal in one of the following formats:

- **An electronic pdf of your proposal by the deadline at the following e-mail address:**
mandy@budaedc.com
- **One hard copy of your proposal, accompanied by a flash drive with the proposal in electronic pdf format in a sealed envelope by the deadline addressed to:**

**Mandy Shaw
Operations & Finance Administrator
Buda Economic Development Corporation
405 E. Loop Street, Bldg. 100-EDC
P.O. Box 1650
Buda, Texas 78610**

Please note in the subject line: LEGAL SERVICES RFP – (Firm Name)

Upon selection, it is anticipated that the EDC and the law firm selected will enter into a contract subject to the information contained in the RFP and the proposal.

The scope of services for which fees and rates are requested is divided into three categories: general representation, special projects and litigation. These categories are more fully described for your clarification. The firm will be required to provide a detailed, itemized billing for each category (including general representation), on a monthly basis.

1. General Representation
 - a. Attendance at all EDC meetings, currently one every month – second Thursday
 - b. Consultation with EDC staff and Board members via telephone during normal business hours
 - c. Preparation and review of resolutions as required
 - d. Preparation and review of contracts and other documents prior to EDC action
2. Special Projects

This category includes any unusually large projects defined as one that will require 20 hours or more of attorney time to handle.
3. Counsel and Litigation

This category includes both pretrial and trial activities for all litigation filed by or against the Buda EDC. (In the event that insurance coverage is available for defense of litigation filed against the EDC, the rates for pretrial and trial activities will be mutually determined by the law firm and the insurance carrier.)

Statement of Qualifications

Please attach responses to the following requests for information:

1. Attorneys or law firms that currently represent any other City, any Type A or Type B Economic Development Corporations in Hays County or include clients with economic development related activities in Hays County are disqualified and are not eligible for this engagement.
2. Name of firm and year organized (includes address and telephone number)
3. Attach a list of Principals in the firm, include a biographical sketch of each. Include education, years of legal experience, years of local economic development legal experience, and any areas of specialty within the field of municipal law.
4. Provide the name of the principal in the firm who will have responsibility for Buda EDC's dealings with the firm.
5. Attach a list of attorney(s) who will provide service to the Buda EDC. Include a description of these attorney's education, years of legal experience, years of economic development legal experience, and information on any areas of specialty within the field of municipal law.
6. Provide a list of current EDC's, municipal or other governmental clients, a contact person for each, and a telephone number for the contact person.
7. If your firm has represented an EDC during the last five years that it no longer serves as EDC attorney, please provide the following information:
 - a. Name of community
 - b. Name of Contact person, and
 - c. Reason you no longer represent that EDC.

8. Please list any clients that you currently represent that could cause a conflict of interest with your responsibilities with the Buda EDC. Describe how you would be willing to resolve these or any future conflicts of interest.
9. If your firm has filed any litigation in the past five years in which an EDC or municipality was a defendant, please describe the case(s).
10. Each proposal received must include a copy of the current renewal certificate or declarations page providing proof of coverage for the responding firm's professional liability policy that shows a minimum coverage amount of \$1,000,000 for each claim.
11. Please explain in detail, the legal relationship between an economic development corporation and its Authorizing Unit (City Council), include in your answer your understanding of the aspects of financial, personnel and project related control, and control over organizational structure, budget, expenditures, Bylaws, Articles of Incorporation and any other aspects and related oversight authority applicable.
12. Please provide what recommendations you would offer on how to ensure and maintain a strong working relationship between the EDC Board and the City Council and all associated staff.
13. Please describe how you approach your working relationship with city officials and your method to resolve any conflict whether policy or legal, which may arise in the course of the representation.

BUDA ECONOMIC DEVELOPMENT CORPORATION

Proposed Fees General Counsel Services

The following rates are proposed for General Counsel Services to the Buda Economic Development Corporation by the individual or firm listed below:

1. General Representation		\$ _____
2. Special Projects		
3. Litigation	Hourly Rate	\$ _____
	Pre-trial activities – Hourly Rate	\$ _____
	Trial activities – Hourly Rate	\$ _____

I, _____, acting on behalf of the firm of

_____ certify that I have reviewed and fully understand the Buda Economic Development Corporation's Request for Proposals for General Counsel services. I further certify and swear that the information submitted in response to the Request for Proposals is true, correct and fully shows all information required to be reported.

By: _____

State of Texas

County of _____

This instrument was acknowledged before me on _____
Date

By _____
(Names of signers)

Signature of Notary

(Seal of Notary)