



## **REQUEST FOR PROPOSALS**

**Date:** November 24, 2009  
**To:** Prospective Legal Firms  
**Re:** Request for Qualifications for Legal Services  
**Due Date:** December 8, 2009

---

### **General Purpose**

The purpose of this Request for Proposals ("RFP") is to obtain proposal packages from qualified legal firms and attorneys to provide legal services for Gulf Coast Renaissance Corporations ("Renaissance"). Renaissance is a Mississippi non-profit corporation that is exempt from taxation under Section 501(c)(3) of the Internal Revenue Code.

### **Scope of Services:**

If chosen, firms shall be responsible for the following items:

1. All legal services necessary to properly carry out Renaissance's activities in accordance with state and HUD prescribed rules, CDBG regulations, policies and state law.
2. Legal work related to the implementation of Renaissance projects in accordance with all state and federal laws and regulations.
3. Legal services to include, but not be limited to, consultation services; evaluation of professional contracts; reviewing documents and other related legal work.
4. Attending meetings and participating in conference calls as needed
5. Being available on an as-needed basis through phone and email communication.

### **Written proposals shall contain the following minimum information:**

1. Background of company, to include name, location of principal place of business, the place of performance of the proposed contract, date of incorporation, age and size of the business;
2. Qualifications of the firm, in-house capabilities, as well as the qualifications and experience of each staff person available to be assigned to Renaissance. To be considered, the individual, management team or firm must possess considerable experience with CDBG funds and entities utilizing these funds.
3. Knowledge of the role of an outside legal firm acting in capacity of an in-house counsel and a demonstration of the steps necessary for success.

4. A brief narrative on other contracts under which services of similar scope, size, or discipline were undertaken and successfully completed during the past (5) years, with an emphasis on the firm's history with HUD and CDBG funds.

**Proposals must contain each of the required components:**

- 1) **Qualifications** - Documentation reflecting the qualifications of each person who will be providing the service. **Maximum 30 Points**
- 2) **Experience** - Documentation regarding the experience of the firm Information regarding the experience of the firm. This should include types of projects undertaken, including HUD and Community Development Block Grant Projects. **Maximum 40 Points**
- 3) **Capacity for Performance** - Description of the firm's work force including the number and title of staff available to provide requested services. **Maximum 20 Points**
- 4) **Price** - Cost information to include the hourly rate for each person performing services. **Maximum 10 Points**

**Submission Information**

Proposals will be received until 2:00 p.m. on Tuesday, December 8, 2009. For more information please contact Denise Carver at [dcarver@msgcrc.com](mailto:dcarver@msgcrc.com) or by phone at (228) 896-3386.

Please forward one (1) original and three (3) copies of the proposal in an envelope marked **PROPOSALS FOR LEGAL SERVICES** to the address below.

**Gulf Coast Renaissance Corporation  
Attention: Denise Carver  
11975-H Seaway Road  
Gulfport, MS 39503**

**Individuals or firms who are currently working with Gulf Coast Renaissance in any capacity will not be considered.**

Renaissance reserves the right to accept or reject any and all responses at its sole discretion, and to waive any informalities or irregularities. Renaissance also reserves the right to award the project based on qualifications. There is no expressed or implied obligation for Renaissance to reimburse responding firms or individuals for any expenses incurring in preparing responses to this request. Completion and submission of a request for proposal does not constitute a commitment for assistance.

Renaissance reserves the right to retain all qualifications submitted. Submission of a response to this request indicates acceptance by the firm or individual of the conditions in this request for qualification, unless clearly and specifically noted in the qualification submitted and confirmed in the eventual contract for services between Renaissance and the firm or individual selected.

Firms declining this request should send notification to the mailing address or email address above.