



Floyd County
Department of Building & Development Services
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Floyd County Plan Commission and Board of Zoning Appeals

Request for Proposal (RFP) for Legal Services

Inquiries and proposals should be directed to:

Justin Tackett, AICP

Director, Floyd County Building and Development Services

2524 Corydon Pike Suite 202 New Albany, IN 47150

812-948-5491

jtackett@floydcounty.in.gov

General Information:

Purpose: This request for proposal (RFP) is to contract for legal services to be provided to the Floyd County Plan Commission and Board of Zoning Appeals. An attorney or law firm will be selected based on demonstrated competence, qualifications and cost.

Who May Respond: Attorneys currently licensed to practice law in Indiana, or law firms including such attorneys, may respond to this RFP.

Instructions on Proposal Submission:

Closing Submission Date: Proposals must be submitted no later than **4:00 pm on October 25th 2019**

Submission Location: **One (1) original** proposal and **five (5) copies** of the proposal should be forwarded/or dropped off at the following address:

**Floyd County Building and Development Services
2524 Corydon Pike Suite 202
New Albany, IN 47150**

The proposal shall not exceed 20 pages (8.5" X 11") in length. Use no smaller than 12 font type. The cost proposal shall be separate from the technical proposal.

Inquiries: Inquiries concerning this RFP should made to:

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Director
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Conditions of Proposal: All costs incurred in the preparation of a proposal responding to this RFP will be the responsibility of the Proposer and will not be reimbursed by Floyd County.

Right to Reject: Floyd County reserves the right to reject any and all proposals received in response to this RFP. A contract will be negotiated with the successful Proposer for the services described in this RFP.

Notification of Award: It is expected that a decision selecting the successful proposal will be made within four (4) to 8 (eight) weeks of the closing date. Upon conclusion of final negotiations regarding the successful proposal, all other Proposers will be informed of the final decision.

Scope of Services:

The Proposer shall be readily available to perform the following legal services, as requested by the Plan Commission and Board of Zoning Appeals. A primary attorney is expected to be assigned to this contract and should plan to be in attendance at the monthly meetings. On occasion and with notification the backup attorney will attend the meetings.

- A. Attend regularly scheduled monthly meetings at 6 p.m. as well as special meetings to be determined as needed, of the Floyd County Plan Commission and Board of Zoning Appeals and advise board’s on applicable land use law in decision making matters.
- B. Advise Director during day to day administration of Floyd County’s Zoning Ordinance, Subdivision Control Ordinance, or any other applicable land use law.
- C. Appear and represent in litigation for the purpose of prosecuting actions on behalf of and defending actions against both the Plan Commission and Board of Zoning Appeals.
- D. Conduct litigation as necessary.

Proposal Contents:

The proposer, shall at a minimum, include the following in their proposal:

Legal Experience: The Proposer should describe its experience related to the areas outlined in the scope of services above. There is a particular interest in the following topic areas:

- Real estate and land use
- Planning and zoning or other related government fields

Organization, Size, Structure, and Areas of Practice: The Proposer should describe its organization in terms of the following:

- Size
- Structure
- Areas of practice
- Office location(s)
- Litigation
- Open Door Act & Public Record Act
- Public meetings – addressing public as well as government body

Attorney Qualifications: At a minimum the Proposer shall include a description/resume of the qualifications of the primary attorney and the backup attorney to be assigned to this contract. Descriptions should include:

- A. Professional and education background of each attorney.
- B. Overall supervision to be exercised.
- C. Prior experience of the individual attorneys with respect to the required experience listed above. Include resumes only of attorneys likely to be assigned to the representation. Education, position in firm, years and types of experience, and continuing professional education will be considered.

Cost: Attached is a bid schedule to be included with the submittal. Fill in the proposed amounts for each meeting and an hourly rate for other legal actions required under this contract. The unit cost per meeting

(regular, special or executive board) shall include all cost (overhead, profit, travel, phones, preparation time for meetings, answering staff question regarding the items on the docket, etc.). The miscellaneous hourly cost should include information on the hourly billing rates of each attorney or other legal staff who are expected to work on this contract and charges for expenses, if any, such as legal research, copies, faxes and electronic communication. Floyd County reserves the right to negotiate with the Proposer on the structure, price, and billing of fees.

The successful offer should plan on spending approximately 8 hours to meet with staff and get familiar with the two Boards and their outstanding issues before the January 2020 meetings.

Proposal Evaluation:

Evaluation Procedure and Criteria: A committee made up of members of the Plan Commission and Staff will review proposals and make recommendations to the Plan Commission Board for approval. The Director and/or Plan Commission Board may conduct interviews with all or some of the qualified Proposers prior to final selection.

Proposals will be reviewed in accordance with the criteria listed above and scored in accordance with the chart below:

Criteria	Maximum Points Possible	Points Awarded
Legal experience	25	
Organization, Size, Structure & Area of Practice	10	
Attorneys Qualifications	30	
Price	35	
Total	100	

Anticipated Schedule (Subject to Change)

Proposal Deadline:	October 25 th 2019
Begin Review:	October 28 th 2019
Evaluation of Proposals, Short Listing of Proposals, and Interviews:	October 28 th – November 15 th 2019
Select Firm:	November 18 th 2019
Issue Notice of Award/Sign Contracts:	December 2019

Bid Schedule			
Item:	Number:	Rate:	Cost:
Item 1: Monthly meetings	24 /year	\$	\$
Item 2: Basic Services for Litigation Work	40 hours	\$	\$
Item 3: Legal Staff	24 hours	\$	\$
Total Proposed Cost			\$