



Kansas City Streetcar Authority
Legal Services
Request for Qualifications

January 2023

The Kansas City Streetcar Authority (KCSA) is issuing this Request for Qualifications (RFQ) for Legal Services from qualified law firms and/or individual attorneys interested in supporting KCSA's organizational needs going forward. Respondents will be competing against each other for selection to provide the services set forth herein. The submissions of all respondents shall be compared and evaluated pursuant to the evaluation criteria set forth in this RFQ, and multiple respondents may be selected. KCSA may enter into a services agreement and statement of work with qualified selected respondents.

Proposers are responsible for making a careful examination of the scope and to comply with all terms and requirements. Failure to address any of the requirements could subject the Proposer's proposal to rejection.

Purpose: The Kansas City Streetcar Authority (KCSA) is issuing this Request for Qualifications for Legal Services from qualified law firms and/or individual attorneys interested in supporting KCSA's organizational and legal needs going forward. Priority will be given to law firms with multiple qualified attorneys in an effort to build redundancy and flexibility into the related agreement.

Scope: This RFQ seeks qualified responses to support the related scope of work as outlined below:

Board and Committee Support - Support in-person and virtual KCSA Board of Directors Meetings (6 per year), and committee meetings as requested.

Contract Development and Review - Draft KCSA sponsored contracts, review contracts as requested, and counsel KCSA Board of Directors and Executive Director on contractual strategy to ensure KCSA interests are represented and protected.

On-Call Support - Provide on-call professional legal assistance and representation to the organization, Executive Director, and Chairman of the Board of Directors as needed related to unforeseen contract or litigation activity.

Stakeholder Coordination - Support coordination with external partners and external legal counsel representatives as needed to ensure strong, productive, and professional relationships are maintained and strengthened through KCSA's current and future work.

Assist in identifying creative and practical legal solutions to advance KCSA's mission and objectives.

Litigation Support - Represent KCSA, the Board of Directors, and the Executive Director when and if assigned regarding agency litigation or related matters

Questions about this RFQ must be submitted in writing by January 18, 2023, to tgerend@kcstreetcar.org.

To be considered, please submit the following information **by 3:00 p.m. January 25, 2023**, to Tom Gerend, Executive Director, at tgerend@kcstreetcar.org. Proposals received after the deadline will not be considered. All responses shall be submitted in PDF format via e-mail. Firms should not submit bound hard copies of the proposal. Only email submissions will be accepted.

Submission Requirements:

Submissions shall be organized in a manner that will facilitate the evaluation of the responding firm and/or individual and should specifically address each evaluation criteria. Additional information beyond what is listed for each criterion in the preceding section that is deemed relevant may also be submitted. To facilitate KCSA's objective review of the submissions from different firms, all submissions shall organize the RFQ response using a standardized format. Each submission should contain the following:

Section 1 - A cover letter on company letterhead signed by a Principal or other member of the firm authorized to commit the firm to contract for legal services.

Section 2 - A table of contents with corresponding page number.

Section 3 - Firm and/or individual attorney profile information

- Firm name. Identify legal entity that would enter into contract with the KCSA.
- Address of main office where work will be performed.
- Phone number, website, and e-mail information.
- Name and information of the individual(s) who will be primary contact.
- General statement of firm's history.
- Number of years the firm has been in business in its current capacity.
- List of the firm's service offerings.
- Insurance information.

Section 4 - Personnel Information

- A brief resume of each team member (key personnel) including detailed relevant experience, years of experience, job duties, educational background, and professional certifications.
- Any changes to the key personnel listed in the RFQ must be approved by KCSA Executive Director.

Section 5 - Firm and/or Individual Attorney Experience

- List relevant projects completed or in progress.
 - Nature and description of the project.
 - Project staff and their role.

Section 6 - References (minimum of two references related to applicable past work)

Maintaining the integrity of the process is of paramount importance for the KCSA. Please do not contact members of the KCSA staff or Board of Directors regarding this contract until the award is presented for approval. All communication should be directed to the KCSA's designated contact person.

The KCSA accepts no responsibility for expenses incurred during the preparation or delivery of submissions. The KCSA reserves the right to: reject any and all statements of qualification, waive technical errors and informalities, and to accept the statement of qualifications, which, in its sole judgment, best serves the public interest. In the event of limited response, the KCSA also reserves the right to extend the submittal deadline as appropriate in order to assure a competitive procurement.

PROPOSALS ARE DUE January 25, 2023, by 3:00 pm to Tom Gerend at tgerend@kcstreetcar.org.

Key Dates

RFQ is released	January 4 th , 2023
Deadline for questions	January 18 th , 2023
Proposals due to KCSA	January 25 th , by 3:00 PM
Final selection determined	February 2023

Selection Process:

Selection of proposals will be at the sole judgment of the KCSA. KCSA will consider all parts of the proposal collectively but place an emphasis on evaluation factors outlined in the previous section. The selection process may include an interview session. KCSA will select the respondent that best satisfies the requirements in the RFQ. Respondents may not contest for any reason the selection by the KCSA.

Selection does not guarantee a contract. After selection, the contractor and KCSA will discuss and agree on final terms related to a formal letter of engagement. If the contractor and KCSA fail to reach an agreement, KCSA is free to select from remaining available respondents, cancel the RFQ, or issue an additional Request for Qualifications.

Evaluation Criteria:

Applicable Experience and Expertise: (40 points possible)

- Appropriate experience and technical qualifications of the proposed team/individual attorney to provide services as described herein.
- Recent experience of the project team/individual attorney providing services of similar scope.
- Experience in providing similar services of comparable size and complexity to agencies, not-for-profits, and/or public entities.

Team Structure and Capacity of the proposer/organization (35 points possible)

- Capacity and redundancy necessary to provide services as described herein over full term of engagement

References (25 points possible)

Letter of Engagement, Billing, and Term:

Letter of Engagement - Following approval of the selected proposal by the Board of Directors, and related negotiation of terms, KCSA will enter a letter of engagement with the selected firm and/or individual inclusive of the following information:

1. Description of Engagement
2. Attorneys Performing Work
3. Financial Terms (hourly rates for Attorneys and support staff performing work)
4. Engagement of Third Parties
5. Nature of Services
6. Confidential Information
7. Termination of Engagement
8. Conflicts of Interest
9. Client Representatives

Billing- The selected attorney will submit invoices to KCSA monthly and KCSA will pay invoices within 30 days of invoice receipt.

KCSA Contact:

Tom Gerend
Executive Director
Kansas City Streetcar Authority
tgerend@kcstreetcar.org
816-627-2525