

REQUEST FOR PROPOSAL

Legal Counsel Services

August 23, 2017

The Greater Brownsville Incentives Corporation is soliciting curriculum vitae with experience in economic development organizations for legal services.

About GBIC:

Greater Brownsville Incentives Corporation (GBIC) is an economic development corporation created by the City of Brownsville, Texas and funded through a ¼-cent sales tax for generating economic development and growth. The GBIC is a Type A entity, and not a department of the City.

Scope of Services:

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. On a monthly basis, Legal Counsel will be required to provide a detailed, itemized report for each category, including general representation.

- I. General Representation
 - a. Development, review and posting of all board meeting agendas
 - b. Attendance at all regular monthly board meetings, currently the third Thursday of the month
 - c. Attendance at all Special Board meetings
 - d. Consultation with GBIC Board members and staff via telephone, email and face-to-face during normal business hours
 - e. Preparation and review of resolutions as required
 - f. Preparation and review of contracts and other documents prior to board action & post board action.
- II. Special Projects – This category includes any unusually large projects defined as one that will require 20 hours or more of attorney time to handle.
- III. Counsel and Litigation – This category includes both pretrial and trial activities for all litigation filed by or against the GBIC, on an as needed basis.

Statement of Qualifications:

Please attach responses to the following requests for information

1. Name of firm (if applicable) and year organized (includes address and telephone number).
2. Please list clients you currently represent that could cause a conflict of interest with your responsibilities with the GBIC. Describe how you would be willing to resolve these or any future conflicts of interest.
3. Please provide a proof of a malpractice policy in an amount of \$1 million aggregate and an agreement to keep in effect while representing the GBIC.



Submission Requirements:

To be considered, curriculum vitae must be received no later than **5:00 p.m.** on **Thursday, September 7, 2017.**

Electronic file submittals are to be sent to:

jvelasquez@greaterbrownsville.com

Mail or hand delivery submittals:

Greater Brownsville Incentives Corp.

ATT: Janie Velasquez

500 East Saint Charles

Brownsville, Texas 78520

Questions can be submitted in writing to:

Gilberto Salinas

Interim Executive Director

Gsalinas@greaterbrownsville.com

Please use email subject head:

RFP INQUIRY for Legal Services