

## REQUEST FOR QUALIFICATIONS - LEGAL COUNSEL SERVICES

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

### **About GBIC:**

The Greater Brownsville Incentives Corporation (GBIC) is an economic development organization 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. On a monthly basis, Legal Counsel will be required to provide a detailed, itemized report for each category (including general representation).

These categories are more fully described below for your clarification.

### **I. General Representation:**

- a. Review of all Board Meeting agendas
- b. Attendance at all Regular Board Meetings (currently, one every month—Third Thursday)
- c. Attendance at all Special Board Meetings
- d. Consultation with Staff and Board of Directors 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
- g. Work closely with GBIC Executive Director & CEO on all legal matters pertaining to the organization

### **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.

- a. Assist in preparing, reviewing and/or negotiating legal documents and/or agreements

### **III. Counsel and Litigation:**

This category includes both pretrial and trial activities for all litigation filed by or against the organization, 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 (include address and telephone number).
2. Please list any clients that 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 3:00 p.m. on Friday, August 9, 2019.**

**Electronic file submittals are to be sent to:** [administration@greaterbrownsville.com](mailto:administration@greaterbrownsville.com)

**Mail or hand delivery submittals:**

Greater Brownsville Incentives Corporation  
Attn: Administration  
500 East Saint Charles  
Brownsville, Texas 78520

**Questions can be submitted in writing to:**

Mario Lozoya, Executive Director & CEO  
Email: [mlozoya@greaterbrownsville.com](mailto:mlozoya@greaterbrownsville.com)  
Please use email subject head – RFQ INQUIRY (legal Services)