



## **REQUEST FOR PROPOSALS**

**TO:** Potential Legal Consultants

**FROM:** John W. Hemmings, III, OVRDC Executive Director

**DATE:** March 1, 2018

**SUBJECT:** Legal Consulting Services for OVRDC

**Purpose:**

The Ohio Valley Regional Development Commission (OVRDC) desires to contract for legal services. As a public agency that relies on federal and state grants, OVRDC has a policy to periodically issue RFPs for those vendors providing professional services such as auditors and legal services.

Most of the agency's legal consulting needs fall under three (3) broad categories:

- (1) legal services related to loan closings for specific loans made from the OVRDC's three revolving loan funds. Some of the specific legal services connected to loan closings would include: (a) preparation of loan commitment letters and conditions; (b) attending some RLF committee meetings and loan closings; (c) filing related paperwork, such as U.C.C.s and mortgages; (d) preparing loan proceedings documents; and (e) maintaining all necessary legal files.
- (2) legal services related to OVRDC's ongoing services and operation as an organization. Specific areas under this second heading would include review and revision of by-laws and incorporation papers, drafting or review of OVRDC contracts or sub-grant agreements, and the offering of legal advice to the Executive Director on request.



- (3) OVRDC, in addition, desires that the attorney or firm have experience in public sector personnel law. The legal consultant may be asked for advice regarding personnel law and practices and may be asked to review OVRDC's *Operations and Personnel Policies Manual* for compliance with state and federal law. Advice and review will be asked regarding other documents such as the agency's Title VI Policy/Plan. Occasionally advice will be asked regarding specific personnel actions or on specific organizational issues or questions.

**Background:**

OVRDC is a twelve-county public regional planning commission, which coordinates federal, state and local resources to encourage development in southern Ohio. OVRDC is incorporated to act as a regional planning commission pursuant to Section 713.21 of the Ohio Revised Code and "shall be operated for the purpose of promoting and enhancing the economic development and growth opportunities for the twelve (12) county membership..."<sup>1</sup>

Established in 1967 as a not-for-profit operation, the OVRDC was designated by the State of Ohio in 1977 as a Regional Planning and Development Organization. The OVRDC also is recognized as a Local Development District for the Appalachian Regional Commission, as an Economic Development District for the U.S. Department of Commerce, Economic Development Administration and as a Regional Transportation Planning Organization for the Ohio Department of Transportation.

The OVRDC is governed by a Full Commission of more than 150 officials who meet semi-annually. Members include representatives of county and local governments, social service and educational organizations, minorities and the private sector. Membership in each county is referred to as a County Caucus. This Caucus serves as the focus for local project planning.

Routine oversight of the OVRDC is provided by an Executive Committee with representation from all twelve OVRDC counties, six cities, and the



business/education/social service/minority community. The Executive Committee's meetings are open to the public.

The OVRDC receives financial support from a combination of federal and state grants and local service contracts. Member counties also pay annual contributions to the OVRDC, with contributions based on each county's population.

**Response to this Request:**

Those attorneys and law firms wishing to respond to this request are requested to organize your response according to the following outline:

I. Name, address, phone and email of attorney/firm

II. Experience:

Give a brief response outlining the specific legal experience and areas of legal specialization of yourself and any other attorneys in your firm. Please mention any specific legal work that you have performed for public bodies, as well as any work related to loan closings. Any experience connected to personnel or human resource law should be mentioned.

III. Definition and Costs of Services:

Your response should state specific types of legal consulting and services and what you will charge for such services. Please specify costs charged (per hour, flat fee, or percentage of loan) for at least the following consulting services:

1. loan closings and research and filings related to such closings
2. phone consultation on legal questions
3. drafting of contracts and documents, as well as review of such documents and related research
4. other services and costs, such as travel, mileage or mailing and faxing documents, and
5. human resource and personnel research and advice in general and in specific cases



Please address whether you or your firm will be able to provide all the legal services discussed above or whether you will only address a portion of them, such as loan closings or personnel law.

**IV. Availability and Responsiveness:**

One of the critical factors to be considered is how readily available you will be to answer necessary legal questions and how responsive you will be in preparing oral and written responses. Please specify what hours you will be available for consultation and generally how responsive you can be in responding to questions and requests for reviewing and creating documents. Will you be available to attend loan closings in your office or in the area, if necessary? The consulting attorney's office needs to be located within a reasonable distance of the OVRDC offices in Waverly in order to minimize potential travel, staff time and related costs.

**Proposal Deadline:**

Please respond with a copy of your proposal and any related documentation to the OVRDC office by March 30, 2018. Responses may be delivered by mail, email or in person, but should be received by 4:00 p.m. on March 30, 2018. Any questions should be addressed to Stephanie Gilbert at (740) 947-2853 or [sgilbert@ovrdc.org](mailto:sgilbert@ovrdc.org).

Submit proposals to:

John W. Hemmings, III, Executive Director  
Ohio Valley Regional Development Commission  
73 Progress Drive  
Waverly, Ohio 45690  
(800) 223-7491 or  
(740) 947-2853  
Email to [jhemmings@ovrdc.org](mailto:jhemmings@ovrdc.org)



**Review Process:**

OVRDC's Executive Director will review the proposals and quotations. It is highly probable that an interview with the top-rated attorneys/firms will occur between April 16<sup>th</sup> and April 25<sup>th</sup>. The OVRDC's Executive Committee will act on the Executive Director's recommendation on April 26, 2018. Proposers will be notified of the final decision the week of April 30, 2018.

OVRDC reserves the right to request additional information related to the proposals. The decision will be based on: (1) how thoroughly each proposal addresses the legal needs of OVRDC; (2) how responsive and available the service is; (3) how completely the proposal addresses this RFP; and (4) how reasonable the costs are in comparison to other proposals and prevailing fees. A written agreement with the attorney or firm will be developed. Preference will be given to attorneys or practices based within the twelve-county region that we serve: Adams, Brown, Clermont, Fayette, Gallia, Highland, Jackson, Lawrence, Pike, Ross, Scioto, and Vinton Counties in Ohio.