



# City of St. George State of Louisiana

## REQUEST FOR QUALIFICATIONS AND PROPOSALS FOR PROFESSIONAL LEGAL SERVICES FOR ENFORCEMENT

### 1.0 Introduction

The City of St. George seeks qualifications and proposals from attorneys licensed to practice in Louisiana for legal services related to enforcement actions pursuant to Title 4 of the Code of Ordinances for the City of St. George.

The selected attorney(s) or law firm(s) will be responsible for providing all legal and paralegal services required to abate violations of ordinances. The initial contract will be through June 30, 2026 and is subject to appropriation by the St. George City Council.

Respondents shall submit Statements of Qualifications together with proposals including all rates for legal and paralegal fees.

St. George reserves the right to modify or discontinue this Request for Qualifications and Proposals (“RFQ&P”) at any time without any obligation to any Respondent. All costs of preparation of proposals shall be borne by Respondents. St. George will not reimburse any expenses incurred by any Respondent prior to the term of the contract.

Respondents must deliver an original and seven copies of the Statement of Qualifications and Proposals and an electronic copy on a flash drive in PDF on or before **May 15, 2025, at 2:00 PM CST** in a sealed plain envelope marked as follows:

City of St. George  
ATTN: RFQ&P-LEGAL SERVICES  
14100 Airline Highway  
St. George, Louisiana 70817

### 2.0 Background

The City of St. George, a municipality with an area of approximately 60 square miles situated in the southeast corner of East Baton Rouge Parish. St. George, is governed by the Lawrason Act, La. R.S. 33:381, *et seq.* St. George was incorporated by an election held on October 12, 2019.

St. George has enacted the International Building Code, the International Residential Code, the International Existing Building Code, International Mechanical Code, Louisiana State Plumbing Code, International Mechanical Code, International Property Maintenance Code, the Louisiana State Fire Code, the National Electrical Code, the National Fire Protection Life Safety Code and other ordinances for the protection of the public health, safety and welfare which are subject to enforcement through administrative proceedings.

Legal services for enforcement of regulations related to Alcohol Beverage Control and Animal Control and Welfare are excluded from the RFQ&P.

**3.0 Schedule of Events – Any revisions to the schedule will be posted at [www.stgeorgela.gov](http://www.stgeorgela.gov).** St. George reserves the right to change the Schedule of Events or issue addenda to this RFQ&P. Respondents are responsible for checking the website for any changes.

Period	Activity	Date	Calendar Days
Issuance of RFQ&P	Notice of RFQ&P in Official Journal and on City's website	04/15/2025	Day 1
RFQ&P Question Deadline	Respondents can submit questions through email	4/30/2025 @ 4:00 PM	Day 15
Deadline for City to Respond to Questions and Issue Any Final Addendum (if required)	City responds to questions	5/5/2025	Day 20
Statements of Qualifications and Proposals Due	Respondents submit Statements of Qualifications and Proposals	5/15/2025 @ 2:00 PM	Day 30
Ranking of Respondents and Schedule Interviews		5/16/2025	Day 31
Completion of Interviews and Recommendation to Council		5/20/2025	Day 35
Contract Period Begins		6/2/2025	

**4.0 Questions and Communications**

To ensure a fair and objective evaluation of all Statements of Qualifications and Proposals, Respondents SHALL NOT initiate contact or communications with any appointed or elected official of the CITY of ST. GEORGE regarding this RFQ&P until after award of contract or until this RFQ&P has been cancelled.

Questions concerning any portion of the RFQ&P shall be submitted via email **RFP@stgeorgela.gov** no later than **April 30, 2025, at 4:00 PM CST**. All inquiries together with responses thereto will be posted on St. George's website, **<https://stgeorgela.gov>** on or before **May 5, 2025**.

**5.0 Procurement Process Objectives**

St. George desires to engage an attorney or law firm to provide legal services necessary to enforce the Code of Ordinances for the City of St. George including but not limited to preparing hearing notices, negotiating agreements with property owners to abate violations, presenting evidence of violations at administrative hearings, filing liens to recover fines and costs and handling any appeals in the Nineteenth Judicial District Court and appellate courts.

## 6.0 Reservation of Rights

St. George reserves the right to waive administrative informalities in any proposal. Written or oral discussions may be conducted with any or all Respondents to determine the proposal in the best interest of St. George. St. George reserves the right to make an award based on the proposals without further discussion of the proposals.

St. George reserves the right to communicate with one or more Respondents regarding a Best and Final Offer (BAFO). The Respondents will be provided with a list of specific items to be addressed in the BAFO with instructions for submittal. The BAFO may be used to clarify the scope of work or to obtain the most cost-effective pricing available from Respondents.

All proposals are considered valid until an award is made. An award is anticipated to be made by May 31, 2025.

## 7.0 No Conflict of Interest

Respondent shall not have a real or perceived conflict of interest with City of St. George or its appointed or elected officials. A conflict of interest includes:

- Respondent is owned by an immediate family member of an appointed or elected official of the City of St. George.
- Respondent or an owner of Respondent has a business relationship with an appointed or elected official of the City of St. George.
- Respondent employs any immediate family member of an elected or appointed official of the City of St. George which would present a conflict under the Louisiana Code of Governmental Ethics.

## 8.0 Format for Responses

***Submissions must be bound and printed on 8.5" x 11" paper. Additionally, an electronic copy on a Flash Drive in PDF shall be submitted.***

The Statement of Qualifications shall be organized in the following manner:

### **A. Cover Letter Executive Summary — Identification of Respondent**

- Respondent's name, address, and telephone number.
- Name of a single key contact person and contact information including telephone numbers and email address.
- Identify how long Respondent has been licensed to practice law in Louisiana.
- List any governmental or regulatory sanctions Respondent has been subject to in the last five years including but not limited to the Louisiana Supreme Court, Louisiana State Disciplinary Board or Office of Disciplinary Counsel.

### **B. Qualifications and Experience**

- Describe Respondent's relevant experience with projects of similar scope of services..
- For each project listed as relevant experience within the past five years, provide a listing in table format of project references including project name, client contact and phone number, brief description of project, annual contract value, and number of employees.

- Identify any assignments within the past five years where Respondent has been terminated prior to the end of the contract term. Please provide an explanation of the reasons for termination.

**C. Resumes**

- Provide resumes of **key individuals** who will be responsible for providing legal and paralegal services and describe their roles and relevant experience.
- Describe how Respondent would respond to a situation where any key individual assigned to the engagement would need to be replaced.

**D. List of Litigation/Arbitration Disputes and Matters**

- List the caption of all lawsuits or arbitration in which you have been a named party from January 1, 2020 through present.
- With respect to each lawsuit or arbitration please provide the following information, the jurisdiction / court in which the matter was or is pending, the nature of the dispute (factual summary and primary issues) and where applicable how and in whose favor the matter was concluded or resolved.

**E. Insurance**

- Respondent must submit proof of malpractice insurance and workers compensation insurance.

**F. Cost**

- Respondent shall provide all fees for services.