

REQUEST FOR QUALIFICATIONS
RELATED LEGAL SERVICES
FOR
THE CHAPTER 353 ADVISORY BOARD
OF KANSAS CITY, MISSOURI

The Chapter 353 Advisory Board of Kansas City, Missouri (“Board”) requests submittal of QUALIFICATION STATEMENTS for Legal Services for plans and projects sponsored or administered by the Board. The services are being requested in an attempt to identify qualified firms (“Professionals” or “Counsel”) who may be available to assist with the tasks that may arise in connection with these plans and projects. The services requested are expected to commence no later than **July 1, 2022** and continue thereafter for five (5) years. After review of the Qualification Statements by a Review Committee and the selection of qualified Professionals, the Board will issue a Request for a Cost Proposal. When the Cost Proposal is received, the Board (or a subcommittee of the Board) will review the proposal and make a recommendation to the Board for selection of a firm to provide Legal Services.

All Qualification Statements will be evaluated based on the completeness of the statement, the Professional’s experience and capacity to perform the work, the Professional’s past record of performance, proximity of the Professional’s office and the Professional’s familiarity with the Kansas City, Missouri area.

The Board encourages participation by Professionals who have been certified as a Women’s Business Enterprise (“WBE”) or Minority Business Enterprise (“MBE”) by the Kansas City, Missouri, Civil Rights and Equal Opportunity Department. If a Professional needs to contract with another Professional in order to provide the required services, the Professional is encouraged to consider entering into such a contract with another Professional certified as an MBE and/or WBE by the Civil Rights and Equal Opportunity Department. Please contact the Civil Rights and Equal Opportunity Department at (816) 513-1836 for a list of certified firms.

Contracts for professional services entered into by the Professional will be with the Chapter 353 Advisory Board of Kansas City.

The Professional’s Qualification Statement must demonstrate that the Professional is well experienced and qualified to effectively provide the following services with respect to the work:

Submission information can be found on the Economic Development Corporation website (www.edckc.com) under Bid Listings.

SUBMISSION INFORMATION

SCOPE OF SERVICES

Counsel will furnish all the necessary legal services and related work as required for the representation of the Board. Such legal services may include, but not be limited to, the following:

1. Providing the Board legal advice with respect to the exercise of powers, functions and duties under Section 353.020 to 353.190 RSMO and Section 74.1 to 74.10 of the Code of Ordinances Kansas City, Missouri.
2. Preparation of legal documents necessary to transact the business, exercise the powers and carry out the duties of the Board.
3. Attend meetings and hearings as requested by the Board.
4. Perform such additional legal services as the Board may from time to time require.
5. Counsel will represent that the attorneys who will provide legal services to the Board shall have the necessary qualifications and experience to perform the services required.
6. Counsel has conducted a thorough investigation and determined that neither Counsel nor any attorney affiliated with Counsel has any conflict of interest that would prevent Counsel's representation of the Board. If a conflict of interest arises, Counsel shall advise the Board of the conflict, make full disclosure of the conflict of interest, if feasible, seek the Board's consent to continue representation of the Board, and take all reasonable steps requested by the Board to avoid or mitigate the conflict of interest.

Actual contractual requirements will be outlined in the "Agreement for Professional Services" following negotiation with the Professional.

The Professional is strongly encouraged to thoroughly review and complete this entire Request for Qualifications since all submittals will be reviewed for compliance with the submission requirements set forth in it. The Professional **must use the following outline** to organize the Qualifications Statement and to provide all of the required information. This will simplify the review process and permit the maximum degree of comparison by the Board. The Professional must, at a minimum, provide the information described below when submitting statements.

1. TITLE PAGE

Indicate the Professional’s complete legal name (and the name under which the Professional is doing business if different than the legal name), the form of legal entity (corporation, limited liability company, general or limited partnership or sole proprietorship, etc., if not evident from the legal name), local address, telephone number, facsimile number, contact person, e-mail address, and title, and the date of the qualification statement.

2. TABLE OF CONTENTS

The table of contents must clearly identify the material included in the proposal by section and page number.

3. TRANSMITTAL LETTER

The Professional must send a signed letter of transmittal briefly stating:

- The Professional’s understanding of the scope of services to be provided;
- Positive commitment to perform the work as it will be described in the professional services contract;
- Why the Professional believes it to be qualified to perform the work; and
- The title of the person signing the letter, indicating his or her title, and stating that he or she is authorized to bind the Professional.

4. THE PROFESSIONAL’S PROFILE

- State whether the Professional is local, regional or national;
- Please verify if Professional has a Kansas City, Missouri office for providing services;
- State the location of the office from which the services will be performed and the number of professional staff employed at that office;
- Provide a brief history of the Professional;
- Indicate any past or present relationship of the Professional to any of the Economic Development Corporation’s statutory Boards (Tax Increment Financing Commission, the Downtown Economic Stimulus Authority, the Land Clearance for Redevelopment Authority, the Enhanced Enterprise Zone Boards, the Port Authority and the EDC Loan Corporation), listing the project(s) and the scope of the services provided to those Boards;
- State if Professional has a division of its staff which currently represents Development projects before any of the Boards;
- State that the Professional either has no conflict of interest or identify any existing conflict of interest with regard to services to be provided pursuant to the contract(s) contemplated by this request for qualifications;
- State whether the Professional has been certified by the Kansas City, Missouri Civil Rights and Equal Opportunity Department to be an MBE or WBE and if not

so certified, the composition of the Professional's staff based upon race and sex; and

- State the Professional's Affirmative Action Plan.

5. THE PROFESSIONAL'S QUALIFICATIONS

- Provide a list of the permanent staff members of the Professional who will provide service to the Board, including names, job descriptions, titles, relevant education and professional experience, certifications and/or licenses;
- List all Professional's subcontractors (if any), including name, relationship, relevant staff and experience;
- Provide a list of professional references; and
- Describe all violations/citations and pending litigation against the Professional and/or its principals.

Prior to the assignment of any work under the professional services contract(s) between the Professional and the Board, the Professional(s) may be required to disclose again the information requested above, and to disclose any current, past or reasonably foreseeable substantial business relationship with developer(s) of a specific Board project. The Professional must disclose any future contract with developers who have a relationship with the Board as soon as possible. In addition, the Professional(s) will be required to disclose whether they are current with regard to the payment of all taxes owed by them.

STATEMENT OF QUALIFICATIONS: SELECTION SCHEDULE

The deadline for submission of the Statement of Qualifications will be Friday, June 3, 2022 at 5:00 p.m.

Three (3) paper copies and a pdf of the Statement of Qualifications should be submitted.

All submissions should be made to the following:

Economic Development Corporation
Attn: Susan Tumey
300 Wyandotte, Suite 400
Kansas City, Missouri 64105

Any questions regarding the Request for Qualifications packet should be submitted to Dan Moye at (816) 691-2134 or by e-mail to dmoye@edckc.com.

Upon receipt of the Statements of Qualifications, the Board's Review Committee will review the Statements and select one or more Professionals. All Professionals submitting Statements of Qualifications may be requested to make a presentation to the Review Committee in order to be considered.

The Board reserves the right to reject any and all Statements of Qualifications.

The Board reserves the right to waive any requirements of this Request for Qualifications if deemed in the best interests of the Board.