



January 15, 2021

Request for Qualifications

It is the intent of the Yuma County Airport Authority (YCAA) to solicit Qualification Statements from Respondents that have expertise in the provision of Legal Services – General Counsel. Firms and/or persons responding to this RFQ shall be able to demonstrate that they will have the continuing capabilities to perform the following services.

Scope of Services:

- a. General legal services as requested by the YCAA, including:
 - (i) preparation or review of board meeting agendas and resolutions to be adopted by the YCAA;
 - (ii) general representation of the YCAA in all matters, including, but not limited to, litigation, employment and labor matters, real estate, public procurements, construction and bidding activities, joint projects with other public entities, grants, environmental compliance, regulatory compliance and contracting;
 - (iii) legal advice on an as needed basis.
- b. Attendance at regular, special and emergency meetings of the YCAA Board of Directors, as required;
- c. Attendance at all other meetings that the YCAA or Airport Director deem necessary;
- d. Preparation of legal opinions or legal memoranda requested by the YCAA or Airport Director;
- e. Review of all correspondence referred by the YCAA or Airport Director, and preparation of correspondence on behalf of the YCAA, if requested.

Proposal Criteria:

Responses to this Request for Qualifications should not exceed five pages in 12-point type on standard letter-sized paper, excluding the resumes indicated below, and must include, at a minimum, the following information:

1. Statement of Qualifications:

Experience of Firm - Provide a summary statement of the firm's/individual's experience with similar related projects/clients during the past four years and transactions and a list of clients for which the firm has provided these services and the dates such services were provided. If the client list is confidential, a description of the nature of the entity shall suffice.

Experience/Qualifications of Assigned Professional(s) - Provide a resume for the individual employees who may be assigned to this project and designate who will have primary responsibility for this assignment. Also indicate the specific role the proposed individual(s) had in the above referenced transactions. **Full resumes may be placed in an appendix and will not be counted toward the five pages if presented this way.

2. Current Assignments:

Provide a statement concerning your firm's ability to devote sufficient time and resources to this type of work in relation to existing assignments the firm and the above-named individual(s) are currently involved with or will become involved with on an ongoing basis.

3. Disclosure of Potential Conflict of Interest:

Provide a statement regarding any potential conflict of interest issues and/or related parties the firm or attorney(s) assigned to this project might have or encounter. A listing of current Board Membership and key employees has been attached.

4. Proposed Fee/Expenses:

If based on an hourly rate, provide the hourly rates to be charged for each individual to this project. Provide an explanation if fees will be calculated on any other basis. Itemize the type and estimate the amount of expenses for which your firm would seek reimbursement. If you feel a retainer is required indicate the amount and frequency.

Proposal Submissions:

Completed proposals must be delivered to the Administration Office, Attention Gladys D. Brown, Airport Director, 2191 E 32nd St, Ste 218, Yuma, AZ, 85365, not later than 1:00pm., Monday, February 15, 2021. Electronic submissions are allowed if delivered in searchable PDF format. No late submissions will be accepted. Submittals received after the stated time will not be considered. The cover letter must be signed by a party authorized to bind the entity submitting the RFQ.

Electronic submissions can be sent via email to:

Andrea Lopez andrea@yumaairport.com

You may call 726-5882 ext 2223, to confirm receipt.

All material submitted in response to this solicitation becomes the property of YCAA and will not be returned. After contract award, the RFQ's shall be open for public inspection except to the extent that the withholding of information is permitted or required by law.

A selection committee will review all proposals and rate and rank each submission in accordance with the evaluation criteria described below. All participating firms will be notified of the result and the top-rated firm will be contacted to begin fee negotiations. The selection committee reserves the right to conduct interviews with the top-rated firms if the committee deems it necessary. In such case, selection will be made following interviews.

No verbal agreement or selection is binding or considered final until approved by the YCAA. The YCAA reserves the right to reject any or all proposals, and to conduct new professional services selection procedures. If there are any questions concerning any aspect of this solicitation or the scope of work, please submit them in writing or via email prior to 1:00 pm on Monday, February 8, 2021. The question and response will be transmitted to all known interested firms.

Proposal Evaluation:

Proposals for legal services will be evaluated based on the following criteria:

- Qualifications of the individuals/firm and experience dealing with local, state, federal government and certificated airports in such areas as litigation, employment and labor matters, public procurements, property leasing, construction and bidding activities, joint projects with other public entities, grants, environmental compliance, regulatory compliance, contracting and legal advice on a continuing basis. (35 Points)
- Availability of the firm/designated individuals to respond to routine and urgent requirements for legal services. (25 Points)
- Cost of services in relation to scope; (25 Points)
- Responsiveness to the Request for Qualifications; (15 Points)

The YCAA reserves the right to establish further criteria for evaluation of proposals, to require additional submissions, to waive any informality in submissions, to reject any or all submissions and to negotiate with successful proposers.

Inquiries:

Please direct all inquiries concerning this Request for Qualifications in writing or via email to:

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Yuma County Airport Authority
2191 E 32nd St, Suite 218
Yuma, AZ 85365

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andrea@yumaairport.com

Current YCAA Board of Directors

Bill Craft	President
Dean Hager	1st Vice President
Linda Morgan	2nd Vice President
Eric Saltzer	Treasurer
Russ Jones	Secretary
Brian Cullen	Director
Reetika Dhawan	Director
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Key YCAA Employees

Gladys D. Brown, CM, CAE	Airport Director
Lynn Hall	Maintenance Director
Jason Frost	Chief Technology Officer
Mark Workman	Operations Director
Gerald L. Hinkle, Jr., CPA	Chief Financial Officer