

**REQUEST FOR QUALIFICATIONS**  
**TO PROVIDE LEGAL SERVICES FOR THE SOUTHEAST**  
**LOUISIANA FLOOD PROTECTION AUTHORITY-EAST,**  
**AND/OR ORLEANS, EAST JEFFERSON AND LAKE BORGNE**  
**BASIN LEVEE DISTRICTS**



**RFQ Available: MONDAY, FEBRUARY 24, 2025**

**Deadline for Submission: MONDAY, APRIL 28, 2025**

**Issued by:**

**Southeast Louisiana Flood Protection  
Authority-East  
6920 Franklin Avenue  
New Orleans, LA 70122**

**Contact: Ruby DuCre-Gethers  
(504) 286-3189**

# Advertisement

## PUBLIC NOTICE

### REQUEST FOR QUALIFICATIONS TO PROVIDE LEGAL SERVICES TO THE SOUTHEAST LOUISIANA FLOOD PROTECTION AUTHORITY-EAST, AND/OR ORLEANS, EAST JEFFERSON AND LAKE BORGNE BASIN LEVEE DISTRICTS

The Southeast Louisiana Flood Protection Authority-East (Authority) invites interested qualified law firms and attorneys to submit Statements of Qualifications to provide legal services in the areas listed in the Request for Qualifications **no later than 4:00 PM on Monday, April 28, 2025**. The Authority intends to award one or more contract(s) for services.

The Request for Qualifications for Legal Services can be found on the Authority's website at [www.floodauthority.org](http://www.floodauthority.org) under the Business tab – Procurement – RFQ.

Southeast Louisiana Flood Protection Authority-East is an Equal Opportunity Employer. We encourage participation of Small and Minority/Women Owned Firms.

The submittal documents must be delivered in a sealed envelope that must be clearly identified on the outside as **“Statement of Qualifications for Legal Services.”** Provide six originals of the submittal documents **prior to 4:00 PM CDT on Monday, April 28, 2025** by hand delivery or mail to:

**Ruby DuCre-Gethers**  
**Southeast Louisiana Flood Protection Authority-East**  
**6920 Franklin Avenue**  
**New Orleans, LA 70122    Phone: 504 286-3189**

Advocate ad to run: February 24, 2025, March 3, 2025 and March 10, 2025.

**REQUEST FOR QUALIFICATIONS TO  
PROVIDE LEGAL SERVICES TO  
THE SOUTHEAST LOUISIANA FLOOD PROTECTION  
AUTHORITY EAST, AND/OR ORLEANS, EAST JEFFERSON AND LAKE BORGNE  
BASIN LEVEE DISTRICTS**

The Southeast Louisiana Flood Protection Authority-East (hereinafter “Authority”) invites submission of a Statement of Qualifications from qualified law firms/attorneys experienced in various legal matters pertaining to political subdivisions, and specifically boards and commissions. The Authority is a levee district and political subdivision of the State of Louisiana, whose authority extends over flood protection matters for the Orleans Levee District, Lake Borgne Basin Levee District and the East Jefferson Levee District. The Authority will select counsel on an “as-needed” basis from approved law firms/attorneys selected to handle legal issues or matters on behalf of the Authority and any levee district under its jurisdiction. The law firms/attorneys will be authorized for a period not to exceed one year.

The Authority seeks responses to this RFQ from law firms that can provide legal services in one or more of the following fields:

- Civil service and employment matters;
- Tort and general liability defense;
- Real estate matters, including, expropriation, property acquisition, servitudes, title opinions, etc.;
- General litigation;
- Legislative matters;
- Public finance;
- Public bid law;
- Insurance matters;
- Contracts;
- Oil and gas matters;
- Any other field requested by the Authority

“RFQ” shall refer to the entire set of documents associated with this Request for Qualifications, including, but not limited to these Specifications, the Respondent’s Submittal, as well as any addenda to the aforementioned.

**I. Important Dates for Questions, Submission and Selection**

**A. Dates:**

**RFQ Issuance (Packets Available).....Monday, February 24, 2025**  
**Deadline for Questions and Requests for Additional Information...Monday, March 31, 2025**  
**Statement of Qualifications Submission Deadline.....Monday, April 28, 2025**

The successful respondent shall be required to enter into a contract with the Authority within twenty-one (21) days after being advised of award.

## **B. Questions and Additional Information**

Questions or requests for additional information and clarifications regarding this RFQ must be submitted in writing to Ruby DuCre-Gethers at [rgethers@floodauthority.org](mailto:rgethers@floodauthority.org) no later than 4:00 PM on Monday, March 31, 2025.

## **C. Submission Time, Place, Date, Contact**

Submission of Proposals must be received by the Authority no later than 4:00 PM, Monday April 28, 2025, addressed to:

Southeast Louisiana Flood Protection Authority-East  
Attn: Legal Department  
6920 Franklin Avenue  
New Orleans, LA 70122

**PROPOSALS ARE DUE BY 4:00 PM ON MONDAY, APRIL 28, 2025 WITHOUT EXCEPTION. Proposals received after the 4:00 PM deadline will not be accepted or considered.**

## **II. Proposed Scope of Services**

Law Firms/Attorneys selected to represent the Authority shall provide comprehensive legal services, including, but not limited to, the following:

- 1) Attend meetings of the Authority and/or its committees, as requested.
- 2) Participate in presentations and/or conference calls as requested.
- 3) Provide legal opinions regarding the subject matter for which the firm/attorney is engaged.
- 4) Representation of the Authority and/or any levee district under its management as required; including providing monthly status reports on each individual matter handled; all as directed by the Authority, its Legal Committee, Executive Counsel and/or the Regional Director of the levee districts.

## **III. Selection Process**

### **A. Overview of Selection Process**

The Legal Committee anticipates the following steps for law firm/attorney selection:

- 1) Issuance of a Request for Qualifications

- 2) Deadline for Questions/Information.
- 3) Submittal of Statements of Qualifications.
- 4) Completeness and Minimum Qualifications Check.
- 5) The selection team evaluates Qualified Law Firms/Attorneys and makes recommendations to the Legal Committee and Board of Commissioners.
- 6) Authority approves selected Law Firms/Attorneys by resolution.
- 7) Execution of a legal services contract.
- 8) Submission of selection by Authority to the Louisiana Attorney General's Office for approval.

Upon receipt of submittals, a review will be conducted for completeness, minimum qualifications and a preliminary conflicts check. The selection team will evaluate each law firm/attorney based on criteria described in Section IV of the RFQ. The Legal Committee will then present its recommendations of the law firms/attorneys to the Board of Commissioners. Once the law firms/attorneys are selected, the Authority and the law firms/attorneys selected will enter into a Contract for Professional Legal Services. The contract will be submitted to the Attorney General's Office and will not be valid until it has been approved in writing by the Attorney General. Upon approval by the Attorney General, the Legal Department will contact the firms/attorneys on an as-needed basis.

#### **B. Minimum Qualifications**

The Authority seeks a statement of qualifications from qualified law firms/attorneys experienced in one or more of the following areas: Civil Service and employment matters; tort and general liability defense; real estate matters, including expropriation, property acquisition, servitudes, title opinions, etc.; general litigation; legislative matters; public finance, public bid law; insurance matters; contracts; oil and gas matters, and any other matter requested by the Authority.

To be minimally qualified for the selection, each law firm/attorney submitting a Statement of Qualification in response to this RFQ must provide:

- 1) A complete proposal pursuant to the terms contained in the RFQ.
- 2) Demonstrate that individuals who will provide legal services are licensed to practice law in Louisiana and are active members, in good standing of the Louisiana State Bar.
- 3) Agree to comply with the Authority's policies on nondiscrimination, specifically not to discriminate in its employment practices and will render services without regard to race, color, religion, sex, sexual orientation, national origin, veteran's status, political affiliation or disabilities.
- 4) Agree to comply with all applicable state and local laws, including but not limited to the Rules of Professional Conduct, provisions of La. R.S. 42:263, as applicable, Title VI and VII of the Civil Rights Act of 1964, as amended by the Equal Opportunity Act of 1972, Federal Executive Order 11246, the Federal Rehabilitation Act of 1973, as amended, the Vietnam Era Veterans Readjustment Assistance Act of 1974, Title IX of the Education

Amendments of 1972, the Age Act of 1974, and the Americans with Disabilities Act of 1990.

- 5) A sworn statement that to the best of the applicant's knowledge, a preliminary conflicts check has been done and applicant does not have knowledge of or believe to have any conflicts which might reasonably prevent undertaking an engagement with the Southeast Louisiana Flood Protection Authority-East, either for its own matters or on behalf of the Orleans Levee District, Lake Borgne Basin Levee District or the East Jefferson Levee District. If applicant believes that there may be a potential conflict, that pursuant to the Louisiana Rules of Professional Conduct may be waivable, a general statement of the possible conflict and the basis for waiver shall be disclosed. If the applicant wishes to limit its representation to certain areas, matters, or levee districts, they should so state in the sworn statement. In any event, if this limitation is requested due to a potential or real conflict, this shall be disclosed.

#### **IV. Submittal Requirements**

In order to be deemed responsive, each law firm/attorney submitting a Statement of Qualifications responding to this RFQ must submit six originals to the Authority, including the following items in the order specified.

**If a law firm/attorney does not submit a complete Statement of Qualifications, the submittal will not be reviewed by staff and will not be forwarded to the Authority Board of Commissioners for selection.**

##### **A. Law Firm/Team Description**

- 1) Name, address, telephone and facsimile numbers of law firm/law office.
- 2) Contact person, their telephone and email address.
- 3) Identify the lead attorney and/or other attorney(s) and personnel who will provide legal services to the Authority, including their qualifications, number of years licensed to practice and practicing law, and any other information that may be pertinent.
- 4) Sworn statement as described in Section III, B, 5 above (pertaining to conflicts).

##### **B. Experience**

- 1) General information about law firm/law office.
- 2) Narrative statement of the experience of the firm and/or attorney(s) that will provide legal services.
- 3) Detailed information regarding comparable experience in providing legal counsel to boards and commissions, with emphasis on the particular area or areas for which the applicant wishes to be considered.

### **C. Insurance Certificates**

All respondents must provide proof of insurance as set forth herein in Appendix “A.”

### **D. Responsibility for Proposal**

Respondents shall carefully examine all of the requirements of the RFQ and shall evaluate all the circumstances and conditions affecting their proposals.

Failure on the part of any respondent to make such examination and to investigate thoroughly such areas shall not be grounds for any declaration that the respondent did not understand the conditions and requirements of the RFQ.

### **E. Respondents Must Complete and Submit Appendix “A.”**

## **V. Changes, Addenda, Withdrawals**

### **ADDENDA**

The Authority reserves the right to amend the instructions, general and special conditions, scope of work, and specifications of this RFQ up to the time set for proposal opening. Copies of such amendments shall be furnished to all prospective respondents who have been issued an RFQ package. Where such amendments require significant changes in the scope of work, the date set for opening proposals may be postponed by such number of days as in the opinion of the Authority shall enable prospective respondents to revise proposals; provided however, that, if the necessity arises to issue an addendum modifying the scope of work or specifications within the five (5) calendar day period prior to the advertised time for the opening of proposals, the opening of proposal shall be extended by one (1) week. Addenda shall be part of the RFQ and the Contract, and receipt of the addenda shall be acknowledged in the proposal by each respondent.

If a law firm/attorney finds that it needs to submit changes or addenda, such shall be submitted in writing, signed by an authorized representative of the proposer, cross referenced clearly to the relevant RFQ Section, and shall be submitted in a sealed envelope. Changes or addenda shall meet all requirements in the RFQ.

#### **A. Withdrawal of Proposal**

A law firm/attorney may withdraw a proposal that has been submitted at any time up to the proposal final date and time. To withdraw a proposal, a written request signed by the authorized person/representative of the proposer shall be submitted to the Authority on or before the proposal final date and time.

## **B. Proposal Rejection**

Issuance of the RFQ in no way constitutes a commitment by the Authority to award a contract. The Authority reserves the right to accept or reject any or all proposals submitted or to cancel this RFQ if it is in the best interest of the Authority to do so.

**Qualifications must be received by 4:00pm on Monday, April 28, 2025.** Failure to comply with any of these guidelines may result in removal from consideration. The selection team shall determine, at its sole discretion, whether or not the guidelines have been reasonably met.

The RFQ will be posted on the Southeast Louisiana Flood Protection Authority-East website: [www.floodauthority.org](http://www.floodauthority.org).



**APPENDIX A**

**RESPONDENT WARRANTIES**

- A. Respondent warrants that it is willing and able to comply with State of Louisiana laws with respect to foreign (non-state of Louisiana) corporations.
- B. Respondent warrants that it has the following insurance coverages with policy limits in accordance with Authority specifications.
  - a. Errors and Omissions coverage for the willful or negligent acts, or omissions of any officers, employees or agents thereof;
  - b. Professional liability coverage;
- C. Respondent warrants that it will not delegate or subcontract its responsibilities under the contract without the prior written permission of the Authority.
- D. Respondent warrants that all information provided by it in connection with this proposal is true and accurate.

Signature of Official: \_\_\_\_\_

Name: \_\_\_\_\_  
Print or Type

Title: \_\_\_\_\_

Firm: \_\_\_\_\_

Date: \_\_\_\_\_