

REQUEST FOR QUALIFICATIONS

ST. LOUIS DEVELOPMENT CORPORATION

Introduction and Background:

St. Louis Development Corporation (“SLDC”) is seeking Statements of Qualifications from law firms for the purpose of establishing a “short list” of firms from which may secure legal services related to labor and employment law matters necessary to support the activities of the Corporation and/or it’s affiliated agencies and authorities.

SLDC is a Missouri not-for-profit corporation organized to carry out economic development activities for the City of St. Louis, Missouri. SLDC and its constituent agencies and authorities work to promote economic development and growth within the City.

This Request for Qualifications seeks to identify firms interested in providing legal services related to labor and employment law matters pertaining to SLDC employees and staff and related policies and procedures. The firm(s) selected would be placed on a “short list” and would be contacted, as needed, to submit proposals for specific matters as those matters arise.

Scope of Services:

SLDC is seeking proposals from qualified legal firms with a comprehensive understanding of the applicable laws to assist in the areas of labor and employment law matters. The services may include, but are not limited to:

1. Working with staff and in-house counsel on training, disciplinary and grievance matters;
2. Reviewing and drafting documents including, but not limited to, employment related policies and procedures and employment handbooks;
3. Providing legal advice and rendering opinions regarding matters related to employee harassment and discrimination complaints and conducting internal investigations for same;

The services required will vary with the specific matter involved. Matters outside of the stated scope may be required and SLDC reserves the right to amend or revise any agreement entered into for services.

Proposal Criteria:

Responses to this Request for Qualifications must include, at a minimum, the following information:

1. Statement of Qualifications

Experience of Firm - Provide a summary statement of the firm's experience with labor and employment matters and a representative list of clients for which the firm has provided these services and the dates such services were provided.

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.

2. Current Assignments

Provide a statement concerning your firm's ability to be responsive on short notice and devote sufficient time and resources to potential assignments of work in relation to firms existing clients and workload.

3. Disclosure of Potential Conflict of Interest

Provide a statement regarding any potential conflict of interest issues the firm or attorney(s) assigned to this project might have or encounter. This project may involve development in association with a number of public and private concerns, including but not limited to the City of St. Louis, the St. Louis Development Corporation, the Land Clearance for Redevelopment Authority of the City of St. Louis, the Planned Industrial Expansion Authority of the City of St. Louis, the Land Reutilization Authority of the City of St. Louis, Missouri and the State of Missouri. Please indicate whether relationships exist with these entities or the firm represents clients against these entities and the nature of those relationships.

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.

It is anticipated that a maximum not to be exceeded amount will be established for these services.

5. M/WBE Participation

The City of St. Louis is committed to the growth and development of women and minority business enterprise (M/WBE). In furtherance of this commitment, the policy of the City of St. Louis is to encourage minority participation in all contracts financed in whole or part by the City and its affiliated agencies and authorities. The City seeks to obtain participation by women and minority owned business enterprises and has as a goal at least twenty-five percent (25%) minority business enterprise participation and at least five (5%) women business enterprise participation as defined in the Mayor's Executive Order #28, as amended and extended. Please provide a statement regarding the firm's policy in support of these goals.

6. Living Wage Ordinance

Law firms selected for the short list will be expected to comply with Living Wage Compliance Provisions and Regulations for the term of any agreement for services and shall submit any reports required by the Regulations for each calendar year or portion thereof during which such agreement is in effect. Copies of the Ordinance and Regulations may be obtained at <http://www.mwdbe.org/living-wage/default.aspx> or by contacting LaQueta Russell-Taylor, M.S., M.A., at the Certification and Compliance Office, (314) 426-8185.

Proposal Evaluation:

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

- Experience and expertise of the firm with labor and employment matters;
- Expertise of assigned personnel and experience with similar assignments;
- Cost of services in relation to scope;
- Responsiveness to the Request for Qualifications;
- Disadvantaged Business Participation; and
- Compliance with the City of St. Louis' Living Wage Ordinance.

St. Louis Development Corporation reserves the right to establish further criteria for evaluation of qualifications, to require additional submissions, to waive any informalities in submissions, to reject any or all submissions and to negotiate with successful parties.

Proposal Response Deadlines:

Five (5) copies of your proposal must be received in the offices of St. Louis Development Corporation by 4:00 p.m. Daylight Savings Time on Friday, July 10, 2015. Proposals should be mailed or delivered to:

Melanie Pelletier, Human Resource Director
St. Louis Development Corporation
1520 Market Street, Suite 2000
St. Louis, Missouri 63103-2630

Inquiries:

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

Melanie Pelletier, Human Resource Director
St. Louis Development Corporation
1520 Market Street, Suite 2000
St. Louis, Missouri 63103-2630
pelletierm@stlouis-mo.gov

No Guarantee of Work:

It should be understood by all firms submitting responses to this RFQ, and by those firms ultimately selected for the short list, that no firm can or will be guaranteed any amount or type of work during the period of time the short list is in effect. When SLDC requires legal services, SLDC may, in its sole unrestricted discretion, without offering the work to any other firm on the short list, make an award to a firm on the short list as it deems best qualified, most ready, willing and able to perform in a timely manner and/or most familiar with the subject matter of the pertinent project. Alternatively, SLDC may decide to take oral or written cost proposals from one or more of the short listed firms for a specific project. Moreover, for certain projects deemed by SLDC to be particularly complex, time sensitive or of particular importance, SLDC reserves the right, in its sole and unrestricted discretion, to publicly issue a separate Request for Proposals and/or Request for Qualifications, unrestricted by the short list. Furthermore, SLDC reserve the right to reconstitute the short list at any time.