

**CUYAHOGA COUNTY CONVENTION
FACILITIES DEVELOPMENT CORPORATION**

REQUEST FOR QUALIFICATIONS – LEGAL SERVICES

RFQ Title: Legal Counsel for Cuyahoga County
Convention Facilities Development Corp.

Issuing Department: Cuyahoga County Convention Facilities
Development Corporation
1 St. Clair Ave., NE
Cleveland, OH 44114

RFQ Response Due Date: **August 5, 2019 at 4:00pm**

All Inquires should be directed by email to: **info@cccfdc.com**

Submit Request of Qualifications to: George Hillow, Executive Director, CCCFDC, 1
St. Clair Avenue NE, 3rd Floor, Cleveland, Ohio 44114 and by email ghillow@cccfdc.com

I. Introduction

The Board of Directors of the Cuyahoga County Convention Facilities Development Corporation (“CCCFDC”) is requesting qualifications statements from qualified, experienced, full-service law firms to provide a variety of legal services and counseling to CCCFDC to ensure compliance with laws in a variety of substantive areas. Firms may propose services in any combination or all substantive practice areas described in Section V. Scope of Work. CCCFDC anticipates choosing one or more firms to provide services covering the Scope of Representatives Services.

II. Cuyahoga County Convention Facilities Development Corporation

CCCFDC is an Ohio nonprofit corporation responsible for the operation and management of the Huntington Convention Center of Cleveland, the Global Center for Health Innovation and CCCFDC (collectively, the “Facility”) under a Sublease and Operating Agreement with Cuyahoga County (the “Sublease”). Under a separate Management Agreements, CCCFDC has contracted with SMG (the “Facility Manager”), a world leader in the management of publicly - owned convention centers, to run the day-to-day operation and marketing of the Facility.

III. Request for Qualifications Overview

Questions about this Request for Qualifications should be emailed to info@cccfdc.com. Please note that all inquiries and responses will be posted on the website cccfdc.org.

Responses to this Request for Qualifications are required to be submitted by **August 5, 2019 by 4:00pm**, by hand delivery of three (3) copies to 1st. Clair Avenue, NE, 3rd Floor, attention George Hillow, Executive Director, and by email to ghillow@cccfdc.com. Late submissions will not be opened or considered.

Upon review and evaluation of the qualifications statements submitted, CCCFDC will contact selected firm(s) for further evaluation and consideration. As part of the evaluation process, CCCFDC may conduct interviews with some or all of the proposers to better understand their qualifications and to have the proposers answer additional questions from CCCFDC .

CCCFDC reserves the right to make multiple awards, reject responses at its sole discretion, request additional information from proposers, select the successful proposers at its sole discretion and conduct negotiations to establish a contract that is advantageous to CCCFDC.

Interested parties and proposers are responsible for ensuring they have all documents necessary to properly respond to this request for qualifications and to meet all requisite deadlines. Failure to do so is that the sole risk of the proposer and no relief will be given for errors or omissions.

All submissions become the property of CCCFDC and will not be returned. Please note that all submissions may be subject to applicable public records laws. CCCFDC reserves the right to prohibit further participation by a proposer or reject any proposal submitted that does not conform to the requirements contained in this request for qualifications.

IV. Qualifications Statements Submission

CCCFDC is seeking substantive qualifications statements that demonstrate that the proposer understands the specifics of CCCFDC's needs and is well-prepared to provide excellent legal advice. It is requested that the qualifications responses be organized around the identified criteria and be limited to those items which will be used for the evaluation. Extraneous materials will not serve to enhance the qualifications, but will only make the rating more difficult and will be an unnecessary expense to the proposer.

Taking into consideration the Scope of Work identified in Section V., provide the following information:

1. General Firm Information: Submissions should include in your qualifications statement the following information: (A) name, address and phone number of the firm; (B) name, title and phone number of the principal contact person, (C) a certification that neither the firm nor any of its partners, officers or owners shall have been convicted of a criminal offense in connection with obtaining, attempting to obtain, or performing any public or private contract; and (D) an executive summary of your understanding of the scope of work and the specific reasons your firm has the knowledge and experience necessary to provide legal services for each area for which you wish to be considered.

2. Project Team:

- A. Identify which member(s) will handle which portions of the services.
- B. For each team member assigned to a certain portion of the Services, identify each member's relevant skill sets that make them suitable for handling such Services. Please keep in mind that CCCFDC is seeking substantive qualification statements; do not rely on general printouts from your website.
 - 1. Identify the similar project, including the name, location, and project principals;
 - 2. Identify the role played by the team member and whether the proposed lawyer played the lead role or a supportive role; and
 - 3. Identify all the other lawyers on the project and the roles played by them.
- C. Explain why you believe each team member is the most suitable member to handle that portion of the Services assigned to them.
- D. Explain how the team will interact with and complement each other and how your firm approaches this type of legal work .
- E. Explain how you will make sure that rates will not play a role in the assignment of tasks and that you will ensure that the most suitable lawyer will handle each task accordingly.

3. Fees: Provide the hourly rate for each person who may provide services, including attorneys and paralegals, associated with each type of work. Please indicate if the firm is open to blended rates or alternative fee arrangements such as a monthly retainer.

4. References: Please provide three references for similar projects or work, including contact information and a brief project description. Please note that CCCFDC may call your references as part of the evaluation process.

V. Scope of Work

CCCFDC is seeking a full-service law firm(s) to provide general legal services to assist with operations and ensure compliance with laws in a variety of substantive areas, including the following:

- Non-profit governance and general corporate advice
- Real estate issues including leasing and general advice
- Construction issues including renovation matters, and operations consulting
- Contract issues including commercial and general matters
- General commercial litigation
- Labor and Employment issues, including employee benefits matters
- Compliance matters including ethics and reporting
- Intellectual Property matters including trademarks, filings, and general advice
- Government contracting issues