

General Counsel Scope of Work

- A. Act as General Counsel to Louisiana Land Trust and its Board of Directors. General Counsel will provide advice and interpretation of Non Profit and Louisiana corporation law as it applies to LLT and its operations and subcontractors. Such information may involve federal laws as well as state and local statutes and ordinances.
- B. Typical Duties (not exhaustive):
 - 1. Provide general legal advice.
 - 2. Represent the LLT in claims, suits and litigation.
 - 3. Develop, review and maintain Corporation Organizational and Operating Documents
 - 4. Maintain knowledge of issues facing LLT and be prepared to offer legal opinions.
 - 5. Provide the Executive Director with advice and counsel regarding plans, actions and other matters.
 - 6. Contracts, Subcontracts and Agreement --as needed prepare, review, consult, negotiate and approve.
 - 7. Board of Directors actions--review and approve documents.
 - 8. Purchasing--participate and recommend appropriate purchasing actions.
 - 9. Grants--assist LLT in federal and state grant process when requested.
 - 10. Work with other agency counsel.
 - 11. Attend work sessions and meetings with Board and staff when requested.
- C. Specific Duties:
 - 1. Attend meetings of the LLT Board of Directors.
 - 2. Twice monthly, review and approval of actions to be considered and approved by the Board of Directors at the subsequent Board meeting.
 - 3. Report to and receive assignments from the Executive Director or her delegate. Members of the Board of Directors may also contact the General Counsel with inquiries and Counsel is as well authorized to respond to those inquiries.
 - 4. Provide the executive director with guidance and advise regarding Tort Liability.
 - 5. Pierce Transit reserves the right on a specific case basis to use alternate counsel.

METHOD OF CONTRACT

The Louisiana Land Trust intends to select one of more legal firms to fulfill this role. The method of contract will be an indefinite quantity, indefinite delivery (IDIQ) task order contract whereby a fee and hourly rate schedule is agreed upon for the period of the contract with factors considered for inflation/cost of living and specific task orders issued and negotiated for execution. The Parties will agree upon hour rates for the staff required to fulfill the skills requirements of the contract and specific assignments will be issued by written orders issued against the contract at a level of effort mutually agreed between the parties at the predetermined hourly labor rates.

DESIRED QUALIFICATIONS

- A. Substantial knowledge and experience in the interpretation of laws as they relate to Non-Profit and municipal corporations, municipalities, and Louisiana State agencies (in particular Louisiana Recovery Act and the Louisiana Road Home Housing Corporation Act, LSA-RS 40:600 et seq.).
- B. Substantial knowledge and experience in the interpretation of state and federal laws as they relate to the Housing Development, Federal Development grant funds (CDBG) and the Department of Housing and Urban Development (HUD).
- C. Substantial experience in working with non-profit agencies and public boards with multi-million dollar annual budgets.
- D. Experience in all aspects of contract law.
- E. Knowledge of funding, purchasing, and grants administration regulations of Louisiana and HUD.

- F. Member of the Louisiana State Bar. The selected firm will be required to declare that it will represent LLT to the exclusion of all other clients having potential conflicts with the interests of LLT.

PROPOSAL REQUIREMENTS

Firms interested in responding to this solicitation shall submit brief qualifications and experience of the firm providing the required services, a proposed schedule of staffing levels (Partner, Associate, Paralegal, etc), hourly rates and any overhead or additional costs anticipated for the contract.