

PUBLIC NOTICE-REQUEST FOR STATEMENTS OF QUALIFICATIONS
JEFFERSON PARISH FINANCE AUTHORITY

The Jefferson Parish Finance Authority (hereinafter "JPFA") is hereby soliciting Statements of Qualifications from licensed individuals and/or firms interested in providing bond counsel services as follows:

The JPFA is a public trust established by the Jefferson Parish Council to provide financial assistance to homebuyers by way of mortgage revenue bond programs and/or other market-rate down payment housing assistance programs. Bond Counsel will provide expert and strategic legal advice to management and the Board of Trustees relative to the issuance of mortgage revenue bond/notes and for assistance with other various funding opportunities. The successful candidate will be able to ensure legal compliance and limit risk exposure.

The following criteria, listed in order of importance, will be used to evaluate the statement of the firms submitting, with only those persons or firms receiving an overall cumulative score of at least seventy (70) percent or greater, of the total possible points for all categories to be assigned by the participating legal services evaluation committee members shall be deemed qualified to perform outside legal services tasks:

- (1) Professional training and experience in relation to the issuance of mortgage revenue bond/notes and to assist with other funding opportunities, including strategic legal advice and document preparation. (Maximum points awarded shall be thirty-five (35).)
- (2) Size of firm and capacity for timely completion of newly assigned work considering the number of professional and support personnel required to perform bond counsel related tasks and the firm's current unfinished workload. (Maximum points awarded shall be thirty (30).)
- (3) Past performance by person or firm on JPFA projects or programs. Assertions of fault by a person or firm, which shall include time delays, cost over-runs, and/or malfeasance in prior work completed for the parish shall be evidenced by substantiating documentation provided by the JPFA and received by the chairman of the administrative committee a minimum of two (2) weeks prior to the scheduled date of the administrative committee evaluation meeting. (Maximum points awarded shall be ten (10).)
- (4) Location of the principal office where work will be performed. Preference shall be given to persons or firms with a principal business office at which the work will be performed as follows: (1) Jefferson Parish, including municipalities located within Jefferson Parish (15 points); (2) Neighboring Parishes of the Greater New Orleans Metropolitan Region, which includes Orleans, Plaquemines, St. Bernard, St. Charles and St. Tammany Parishes (12 points); (3) Parishes other than the foregoing (ten (10) points); (4) outside the State of Louisiana (six (6) points). Maximum points awarded shall be fifteen (15).)
- (5) Adversarial legal proceedings between the JPFA and the person or firm performing professional services, in which the JPFA prevailed, and excluding those instances or cases where the person or firm was added as an indispensable party, or where the person or firm participated in or assisted the public entity in prosecution of its claim. In the event that the person or firm fails to provide accurate and detailed information regarding legal proceedings with the JPFA, including the absence of legal proceedings, the person or firm shall be deemed unresponsive with regard to this category, and zero (0) points shall be awarded. (Maximum points awarded shall be fifteen (15) for the lack of any such adversarial proceedings as defined.)

- (6) Prior successful completion of projects of the type and nature of mortgage revenue bonds, as defined, for which firm has provided verifiable references. (Maximum points to be awarded shall be five (5).)

The person or firm submitting a Statement of Qualifications shall have the following minimum qualification: at least one firm representative who is licensed to practice law in the State of Louisiana, with a minimum of five (5) years of experience in the field of mortgage revenue bonds.

Interested firms/individuals must submit three (3) copies each of their Statements of Qualifications to the Jefferson Parish Finance Authority c/o Mrs. Valerie Brolin, Executive Director, 1221 Elmwood Park Boulevard, Suite 505, Harahan, Louisiana 70123 no later than 3:30pm on September 7, 2018. No statements will be accepted after the deadline.