



Tweed-New Haven Airport Authority

REQUEST FOR PROPOSALS FOR LEGAL SERVICES

July 29, 2022

The Tweed-New Haven Airport Authority (“Authority”), a public instrumentality and political subdivision of the State created by Sec. 15-120g-o of the Connecticut General Statutes, as amended, seeks proposals for legal services from qualified law firms in Connecticut. Proposals must demonstrate the capacity to provide legal services for all categories listed below, along with litigation arising from any such category.

All firms must prepare and submit their proposals in the manner set forth herein.

I. SCOPE OF SERVICES

Under the direction of the Chairman of the Authority, provide legal services to the Authority from time to time in the following potential subject areas:

- Environmental Law and Regulation
- Zoning and Real Property Matters
- Legislative Matters
- Contracts and Commercial Law
- Public Construction
- Labor and Employment
- Freedom of Information
- Administrative Law
- State Court and District Court litigation related to any of the foregoing.

II. EVALUATION CRITERIA

Firms will be evaluated on the basis of written responses to this RFP and additional written information requested by the Authority against the following criteria:

- Prior experience with the Authority and other airports/public agencies
- Qualifications of personnel and references
- Ability to pursue ongoing matters in the Authority’s best interest
- Proposed fees or fee structure
- Location in Greater New Haven area
- Conflicts or potential conflicts



III. GENERAL INFORMATION

All firms must address the following issues and questions in their proposal.

1. Provide a brief description of your firm and its main areas of practice, including the total number of attorneys and the attorneys available to the Authority.
2. Describe the background of the lawyers who would be assigned to work with the Authority. Please indicate their respective areas of responsibility and the percentage of their time available to assist the Authority.
3. Provide the hourly rates of the individual lawyers identified above. If your firm has discounted rates for public agencies such as the Authority, or has structured or "blended" rate schedules, those rates should be identified.
4. Provide the rates at which ancillary services would be billed, if any, such as copying and any other out-of-pocket costs.
5. Disclose any material assignments, relationships or other employment that your firm or any employee of your firm has with any airport, or government entity with responsibility for an airport, or other person or entity which may create a conflict of interest or the appearance of a conflict of interest in serving as general counsel to the Authority. Disclose any measures that would be taken to identify, disclose and resolve any possible conflicts of interest.
6. Discuss any pending investigations by the Connecticut Statewide Grievance Committee, the U.S. Internal Revenue Service or any other regulatory body or court (local, state or federal) regarding the conduct of your firm, the firm's management, or individuals assigned to work with the Authority which might affect your ability to deliver legal services. Please discuss any such investigation that has occurred during the past three (3) years.
7. Please provide as references a minimum of three (3) clients for whom your firm has performed similar legal services, with a contact person and his or her telephone number and email address.

IV. SUBMISSION OF PROPOSALS

The following requirements must be observed in submitting a proposal:

1. All inquiries or requests for clarification should be in writing and directed to Jeremy Nielson, Airport Manager, no less than five (5) business days before Proposals are due. Firms submitting a proposal may not contact members of the Authority Board of Directors about this RFP.
2. The Authority shall not be liable for any pre-contract costs incurred by law firms participating in the selection process.
3. The entire proposal must not exceed 15 single-sided pages.



4. Responses must include a cover letter signed by an individual authorized to enter into a contract with the Authority acknowledging that the firm agrees to be bound by the terms and conditions of this RFP and affirming that all information in the Proposal is true and accurately portrays the legal services to be provided.

5. Complete proposal shall be emailed to administration@flytweed.com no later than 5:00pm on August 19, 2022. Proposals may be addressed to Jeremy Nielson, Airport Manager.

6. Proposals received after said time will not be considered.

V. REVIEW OF PROPOSALS

The Authority reserves the right to:

1. Reject any and all proposals or waive any irregularities or informalities in proposals received;
2. Negotiate the fees and charges contained in any proposal. The Authority is not obligated to accept a proposal based upon the lowest fee schedule;
3. Award contracts for legal services in any manner necessary to serve the best interest of the Authority; and
4. Request additional information as determined to be necessary, or request some or all firms to make oral presentations.

VI. TERMS OF AGREEMENT WITH THE AUTHORITY

1. Acceptance of a law firm to serve as general counsel to the Authority does not guarantee such law firm any percentage or other allocation of business from the Authority. The Authority will assign business to the approved law firm as determined to be necessary and appropriate by the Chairman. The Authority uses in-house legal services for routine matters. The Authority reserves the right to retain other counsel on certain specific matters, including but not limited to FAA regulation.
2. This Agreement shall be governed by Connecticut law. The selected law firm agrees that it will comply with provisions of the Connecticut General Statutes, as amended, and Code of Ordinances of the City of New Haven, as they may be applicable to contracts with the Authority.
3. Failure to perform to the satisfaction of the Authority shall be cause for termination of the law firm's representation of the Authority.



4. The RFP and the selected proposal, as modified during the selection process, shall constitute the agreement for legal services (the "Agreement"). The selected law firm agrees to be bound by the terms and conditions of the Agreement. All representations, warranties and commitments contained in the Proposal and approved modifications thereof are contractual obligations.
5. The term of the Agreement ("Term") shall be for a period of one (1) year from the date of the Authority's acceptance of the firm's Proposal. Notwithstanding the Authority's right to terminate for cause, the Term will automatically be renewed for two (2) successive one year terms ("Renewal Terms"), unless terminated by the Authority or by the law firm by providing the other party with written notice not less than sixty (60) days prior to the last day of the Term or any Renewal Term.
6. The Authority shall pay undisputed fees and charges within forty-five (45) days after documentation in proper form is received. Each bill submitted to the Authority for legal services performed shall contain at least the following information:
 - a. The file name and file number to be charged;
 - b. Names of all persons performing services for which payment is sought;
 - c. A description of the services performed by each person;
 - d. The time spent by each person; and
 - e. Separate listing of all out-of-pocket expenses including copies of invoices;
7. The parties agree that any fee dispute under this Agreement will be resolved under fee dispute resolution services offered by the Connecticut Bar Association.
8. The selected law firm shall secure and maintain, at no cost to the Authority, a professional liability policy in a form acceptable to the Authority.
