



## Request for Proposals Pro Bono Legal Services

### Our Southern Indiana Regional Development Authority

#### **Introduction**

The Our Southern Indiana Regional Development Authority (RDA) is requesting proposals from qualified legal firms with significant experience in public body consultation and demonstrated expertise to provide pro bono services for 2019 to the Southern Indiana Region, which is comprised of the area including Clark, Floyd, Jefferson, Scott and Washington counties.

#### **About Our Southern Indiana Regional Development Authority**

The Our Southern Indiana Regional Development Authority (RDA) has been established pursuant to IC 37-7.6 et seq, as a separate body corporate and politic with a purpose to plan, fund and develop any project that enhances the region with the goal of attracting people or business. The focus of the work is projects of regional importance in the Clark, Floyd, Jefferson, Scott and Washington County region.

#### **Background on State of Indiana's Regional Cities Initiative/Regional Economic Development Support**

In 2013, the Indiana General Assembly, through Indiana House Enrolled Act 1035, set in place a planning process and timeline to make Indiana the home of the best places to live and work in the nation. The Indiana Economic Development Corporation (IEDC) was responsible for the execution of the study to stimulate the imagination and vision of Indiana's regional cities by encouraging them to develop transformative improvements that will attract more investment and migration in the future. The IEDC is encouraging Indiana cities to compare themselves to competitive cities.

After almost a year of study, the IEDC released the results of its comparison of competitive cities and has launched the Regional Cities Initiative. The Regional Cities Initiative requires a self-defined region to look at economic development in a unique way by discovering ways in which cities and regions can become national economic powerhouses. The goal is to transform our approach to economic development by increasing our focus on talent attraction and the quality of place elements that will drive population and investment growth. These self-defined regions will develop long-term plans customized to its cities and region to emphasize strategic growth and investment. The Indiana cities likely to engage in this planning process include a range of small to mid-size cities, university towns, declining manufacturing cities and economically stable, growing cities.

Local efforts to create a Regional Development Authority in 2015 were not successful, but thanks to the generosity of the Paul Ogle Foundation and the Duke Energy Foundation, the Southern Indiana Regional Development Plan was finalized in August, 2015. Our communities watched as the State of Indiana awarded over \$126,600,000 to the seven regions of the state that were successful in putting the regional structure in place and creating a regional development plan.

The Our Southern Indiana RDA has recently been awarded a \$150,000 planning grant to update the 2015 plan. You are encouraged to visit the IEDC website that contains the data and information gathered in relation to the Regional Cities Initiative at [www.indianaregionalcities.com](http://www.indianaregionalcities.com).

### **Background on the Our Southern Indiana RDA**

In 2015, the Southern Indiana region recognized that one of the State's biggest threats to economic development is population stagnation, educational attainment and a qualified workforce. This region strives to be recognized as a center for talent attraction and retention by utilizing our existing resources and working together regionally to embrace new ideas and challenges. The Southern Indiana Region is poised to lead the State and the Midwest in an economic renaissance, based upon existing natural resources, geographical location and position within the Louisville, Ky, Metropolitan Statistical Area and the vast amount of economic development potential that has recently become available. Regional solutions to social concerns will further assist in achieving our economic development goals and priorities.

In 2017, the County Councils of the five counties – Clark, Floyd, Jefferson, Scott and Washington — each voted unanimously to form the Our Southern Indiana Regional Development Authority. By the end of that year, the County Commissioners for the five counties unanimously appointed the Board of Directors members of the RDA. This group has met monthly throughout 2018 to not only understand the needs of the region, but also to meet with elected officials and policy makers to determine a plan of action to compete as an economically viable region of the state.

### **Planning Firms/Consultant Services Needed**

The Our Southern Indiana RDA is seeking proposals from qualified firms for pro bono legal services in accordance with the proposed Scope of Work below. The requested scope will serve the needs of the Board of Directors and the project work the Board oversees.

### **Scope of Work**

The firms(s) or person(s) selected shall act as legal counsel of the RDA on an as-required basis for the administration of the public activities of the RDA for the calendar year 2019.

Areas of legal representation may include advising, negotiating, drafting, reviewing documents, regular and special meeting protocols, and other activities of the RDA relating to, but not limited to:

- a) Indiana Code 5-14-1.5-1 (open door law):
- b) Indiana Code 5-14-3-1 (access to public records); and
- c) Indiana Code 36-7.6 (regional development authorities).

### **Timeline**

The firms(s) or person(s) selected shall act as legal counsel of the RDA on an as-required basis for the administration of the public activities of the RDA for the calendar year 2019. By agreement of both parties, the contract for services may extend beyond 2019.

### **Organization of the Proposal**

The Proposal must include sufficient information regarding qualifications and experience to be able to determine that the professional is qualified and experienced. Demonstrated abilities in serving public entities in Southern Indiana is additionally advantageous.

The organization of the Proposal is important to be able to equitably evaluate each Proposal received. The Proposal must be assembled in the following order:

1. Name of firm and contact person with address, email address, telephone and fax numbers.

2. Name of person that can bind the firm, and acknowledgement that legal services are offered pro bono through 2019.
3. Name of person to be the contact person in charge of the project, if different from the above.
4. Specialized experience of the firm and persons that will perform the services.
5. Technical qualifications of the firm and persons assigned to perform the work, including all subcontractors to be utilized on the project.
6. Capacity of the firm and professionals to perform the work with the time limitations, taking into consideration the current and planned workload of all involved.
7. Experience of the firm with serving as legal counsel for public entities, including working with various local units of government.
8. List and briefly describe at least three (3) past or current clients and provide a reference for each, including contact person, email address, mailing address and telephone number. The persons proposed to work on this project should have also worked on the projects listed.

**Fee**

It is firmly stated that *pro bono* services are being sought for 2019.

**Evaluation and Interview**

All proposals received by the prescribed guidelines will be evaluated based on what is submitted and are due by 12:00 noon on Friday, November 30, 2018. The selected firm(s)/person(s) will be asked to provide a draft memorandum of understanding to the RDA . It is anticipated that the RDA will choose a firm(s)/person(s) for legal representation at its Regular Meeting on December 7 in Scott County.

**Submittal Instructions**

Please submit six (6) copies of the Proposal no later than 12:00 PM (local time) on November 30, 2018 to Our Southern Indiana RDA, c/o One Southern Indiana, 4100 Charlestown Road, New Albany, IN 47150. Each Proposal will be reviewed for completeness and clarity. Indicate in a prominent place, on the front of the envelope, "Regional Development Authority Legal Services Proposal". Proposals submitted via email to [support@oursoinrda.org](mailto:support@oursoinrda.org) will be accepted.

The RDA reserves the right to reject any and or all submittals.

All questions and requests for additional information may be directed to Wendy Dant Chesser via email at [Support@OurSoINRDA.org](mailto:Support@OurSoINRDA.org).