Request for Qualifications:

Legal Services

Downtown Grand Rapids, Inc.

Deadline:
Downtown Grand Rapids Inc. will receive proposals until 4:00 PM on Friday, December 2, 2022

Deliver to:
Downtown Grand Rapids Inc.
Attention: Tim Kelly, President & CEO
tkelly@downtowngr.org

About DGRI

The mission of Downtown Grand Rapids, Inc. (DGRI) is to accelerate Downtown GR's transition to a best-in-class American city. In addition to our DGRI Board of Advisors, our work includes management of the Downtown Development Authority (DDA), Monroe North Tax Increment Authority (MNTIFA), and the Downtown Business Improvement District (DID). While a small, yet mighty organization, our growing team works hard with a wide array of community partners to build an increasingly vibrant downtown with great recreational experiences, high quality of life for people from all walks of life and a strong, inclusive economy. You may be familiar with some of our work:

- **GR Forward**: DGRI and partners led the development of this award-winning community plan and investment strategy to transform the Grand River into a distinct asset and guide the next generation of growth in Downtown Grand Rapids. Now we are busy making the vision a reality.
- **The Van Andel Arena, Downtown Market and DeVos Place Convention Center**: We helped build the facilities and accelerate the revitalization of Downtown.
- **World of Winter, Relax at Rosa, Re(turn) to the River**: Yep. That's us. We strive to activate downtown year-round with events highlighting art, music, culture, and inclusivity. We've also expanded Downtown public amenities with a public restroom, two dog parks, skate park, Las Canchas (community futsal courts) and established a Refreshment Area to complement and activate our Downtown public spaces.

Scope of Services

DGRI is seeking proposals from qualified firms or individuals to provide legal services and advise on all matters of the organization. Applicants must currently be licensed to practice law in the State of Michigan and have experience working with non-profits. A strong background in grants and contracts is also a must. Experience and understanding of municipal law – particularly DDAs, BIDs and tax increment financing - is useful but not required. **Note, this agreement is with DGRI and not with the public fiduciary Boards or Authorities**.

Legal services to be performed on behalf of DGRI include, but may not be limited to:

- Review, draft, and negotiation of contracts and agreements.
- Advisement on non-profit operations including organizational bylaws, governance structure and fund development.
- Attendance at and as required preparation of legal documents for Board and Committee meetings.
- Other legal services as needed and directed.

Proposal Content

DGRI is pleased to invite qualified firms to submit a written proposal for the activities outlined above. Responses to this RFQ should be no longer than 10 pages front and back (20 pages total). The proposal should include the following content:

- **Legal Experience**: The respondent should describe its legal experience, especially in comparable work including the names, addresses and contact persons of at least three clients. Please also

provide details on experience representing similar organizations and programs as would be required under this contract.

- **Organization, Size, Structure, and Areas of Practice:** Please share information related to your broader firm, including areas of expertise and key team members that would be accessible to DGRI through the course of our work together.

- **Attorney Qualifications**: Please describe the qualifications of each attorney to be involved with DGRI's work. The description should include:
    - Professional and education background of each attorney.
    - Prior experience of the individual attorneys with respect to the required experience listed above.
    - Only include resumes of attorneys to be assigned to the representation.

- **Fee Structure**: Please provide your expected compensation including, as applicable, hourly, or flat fee rates. Note that any rates submitted remain subject to negotiation after submission.

Responses should be submitted in digital format to Tim Kelly (tkelly@downtowngr.org).

General Information

After evaluation of the responses DGRI will make a selection based on which respondent best meets the needs of DGRI, at the sole discretion of DGRI.

DGRI reserves the right to reject or accept any and all submittals received, to modify the scope with one or more of the respondents, and to waive any/all requirements which DGRI deems to be in its best interest. This RFQ should not be construed as creating a contractual relationship between DGRI and any agent or firm submitting a response to this RFQ. DGRI shall have no obligation or liability to any agent or firm responding to this RFQ.

Selection Process

Proposals will be evaluated through a selection committee which may or may not determine to conduct interviews with short-listed firms. The basis for evaluation will include:

- Understanding of DGRI, its operations, finances and legal needs.
- Qualifications of the legal team, demonstrated with experience and work with organizations generating similar work volumes and on related programs and projects.
- Proven cultural competency and demonstrated ability to work collaboratively with diverse teams and individuals.
- Professional excellence.
- Quality of submittal.

Project Schedule

- November 4, 2022: RFQ Issued
- December 2, 2022: Qualifications Due from Interested Applicants
- December 12 – 16: Applicant Interviews ***(if needed)***

- December 20, 2022: Notice of Award
- January 1, 2023: Contract Commences