



TIX → SPACE COAST REGIONAL AIRPORT
COI → MERRITT ISLAND AIRPORT
X21 → ARTHUR DUNN AIRPARK

355 Golden Knights Blvd. → Titusville, Florida 32780 → 321.267.8780 → fax: 321.383.4284 → email: admins@flairport.com

REQUEST FOR QUALIFICATIONS FOR LEGAL SERVICES TITUSVILLE-COCOA AIRPORT AUTHORITY

The Titusville-Cocoa Airport Authority (TCAA) seeks an attorney or attorneys to provide legal services to the Airport Authority. The services may be provided by a single lawyer, a law firm or a team of lawyers, but in each instance a Lead Counsel shall be designated to serve as the primary point of contact for TCAA. The Lead Counsel and, if applicable, the law firm and/or team of lawyers shall be collectively referred to as "Respondent."

Minimum Education and Experience Requirements for Lead Counsel:

- Juris Doctorate degree.
- Current member in good standing with the Florida Bar, eligible to practice law in Florida, with no history of disciplinary actions.
- Ten (10) years of professional experience practicing law.
- Five (5) years of experience representing a public board, agency, council or commission.
- The Lead Counsel and, in the case of a law firm or legal team, each member of Respondent must be an attorney in private practice with malpractice insurance in a form and amount satisfactory to the Airport Authority's Insurance Broker of Record.
- Demonstrated knowledge of Florida Open Meeting, Public Records, and Public Officials and Ethics laws.
- Demonstrated knowledge of the statutory, regulatory and governing provisions by which the TCAA operates.

Skills and Abilities:

- Demonstrated knowledge of the public procurement and grant processes, including but not limited to compliance with FAA and Florida grant assurances.
- Demonstrated knowledge of leasing, land development, and construction.
- Demonstrated knowledge of employment law and employee benefits.
- Demonstrated knowledge of intergovernmental matters.
- Extensive knowledge of the theories, principles, and practices of the legal profession.
- Ability to provide expert legal advice to the TCAA, its Board members, and staff.
- Ability to interpret and clarify complex laws, statutes, ordinances, and rules
- Ability to communicate clearly, concisely, verbally, and in writing.

- Familiarity with applicable federal and state regulations pertaining to publically owned and operated airports is preferred but not required.
- A law firm or team of lawyers with a broad range of services and areas of expertise upon which TCAA may draw as circumstances require is preferred. Historically, services and expertise required by the TCAA have included but not limited to the foregoing as well as taxation, various state and federal environmental regulations and laws, FAA Part 77, Part 150, and the Uniform Relocation Act of 1970 as administered by the FAA.

General:

Each proposal must identify Lead Counsel, each member of Respondent anticipated to work on the projects for TCAA (if a firm, it is not necessary to identify all the members of the firm), and provide a detailed résumé which clearly demonstrates compliance with the minimum education and experience requirements, skills and abilities set forth above. The proposal shall also state the hourly rates for legal services, including rates for Lead Counsel and, in the case of a law firm or legal team, each member of Respondent, as well as any additional fees or charges for related services including but not limited to paralegal, secretarial, work processing, legal research (ie. Westlaw, Lexis), copies, scans faxes, and emails. The proposal shall identify the timing and amount of any periodic adjustment to the hourly rates, fees and/or charges. Finally, the proposal shall include a minimum of three (3) references for Lead Counsel who can specifically speak to that lawyer's experience, skills and abilities. The selection process may at TCAA's option include an interview process.

Submittals:

Respondent must submit seven (7) hard copies of the proposal and one (1) electronic copy via thumb drive by 2:00 pm EST on Wednesday, November 8, 2017 to Michael D. Powell, C.M, ACE, CEO of the Titusville-Cocoa Airport Authority to:

Michael D. Powell, C.M., ACE
CEO
Titusville-Cocoa Airport Authority
355 Golden Knights Blvd.
Titusville, FL 32780

Questions may be directed to Michael D. Powell, C.M., ACE at (321)267-8780 or via email at mpowell@flairport.com.