

Request for Proposals

for

Legal Services

for

Pawtucket Business Development Corporation  
137 Roosevelt Avenue  
Pawtucket, RI 02860

Issued: May 2, 2016

Submission Due: May 23, 2016

## **I. Solicitations Overview:**

The Pawtucket Business Development Corporation (PBDC) is seeking legal service proposals in connection with its business loan activities. The PBDC is looking to engage an individual or firm for a one year period, with two (2) annual renewal options.

## **II. General Scope of Services:**

Required legal services to be provided may include:

- Preparation of all legal documents necessary to secure business loan principal and interest in accordance with PBDC Board decisions.
- Facilitation of business loan closing with approved PBDC loan applicants.
- Filing, recording and preparation of all related instruments following the business loan closing.
- Pursuance of all avenues of legal recourse relative to loan delinquencies or defaults.
- All other legal services as necessary or requested by the PBDC.

## **III. Submission Requirements:**

The proposal submission shall not exceed five (5) single-sided printed pages excluding cover sheet, table of contents and resumes. Resumes included with the proposal shall not exceed one page per person. The proposal shall include the following at a minimum:

1. **Transmitted Letter** – The transmitted letter shall include the legal name of the firm, address and contact person for this proposal.
2. **Relevant Experience** – Indicated specific relevant experience in providing similar services elsewhere.
3. **Project Team** – Include an organizational chart showing the key project staff.
4. **References** – Provide three (3) relevant professional references including the name of the project, your total fee, project time span, and reference contact person information.
5. **Fee Structure** – The proposal shall provide a clear break-out of proposed service fee costs including hourly rates for all individuals to be assigned to this project as well as all other anticipated reimbursable costs.

**IV. Submission Deadline:**

Five (5) hard copies to be delivered to the Pawtucket Business Development Corporation, 137 Roosevelt Avenue, Pawtucket, RI 02860 no later than Monday, May 23, 2016 at 3:00 p.m.

**V. Selection Criteria:**

The Pawtucket Business Development Corporation will evaluate proposals according to the following criteria:

- Professional Qualifications (30 points)
- Relevant Experience (30 points)
- Cost Reasonableness and Clarity of Fee (30 points)
- Experience in CDBG Regulations (10 points)

The proposer shall identify any groups, individuals or organization that they may have worked for or currently work for, that has been an ownership, lease, development related or similar interest in the City of Pawtucket. The City reserves the right to reject any proposal or proposer who it feels has a conflict of interest.

**VI. Questions:**

Request for information should be in email form only and directed to Herb Weiss at [hweiss@pawtucketri.com](mailto:hweiss@pawtucketri.com).