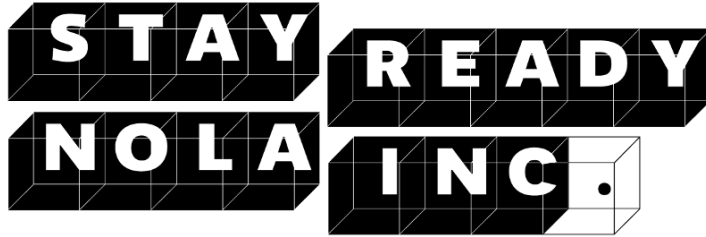


Request for Proposals Legal Structure and Tax Counsel



Issued By: Stay Ready NOLA, Inc.

Project: Legal Structure and Tax Counsel for EPA-Funded Projects

RFP Issuance Date: 12-3-24

Proposal Submission Deadline: Rolling

I. Introduction

Stay Ready NOLA, Inc. (SRN) is a 501(c)(3) nonprofit organization based in New Orleans, Louisiana. SRN is committed to building resilience hubs, developing green energy projects, and supporting community-based environmental and economic resilience efforts. With funding from an EPA Community Change Grant, SRN is seeking a qualified attorney or law firm to provide General Counsel to provide legal services during the grant performance period of between 2 and 3 years. The G.C. is expected to work closely with the Executive Director, COO, and SRN Accountant and Controller.

This RFP outlines the scope of services required, the desired qualifications, and the selection process for General Counsel services. Interested parties are invited to submit proposals for consideration.

II. Scope of Work

The selected attorney or firm will provide legal counsel to SRN as it relates to:

1. Legal Structure

Assist and counsel SRN in the creation of a legal framework that will allow for the monetization of federal Solar Investment Tax Credits and state Historic Tax Credits, facilitate the disposition of assets as part of the organization's long term disposition strategy, and comply with the regulatory framework of the EPA's Community Change Grant Program.

2. Tax Counsel

Provide sound tax counsel to SRN that takes into account their status as a 501(c)(3) tax exempt organization.

3. Lease Negotiation

Represent Stay Ready Nola in the negotiation of a long-term lease for the property located at 4611 N. Robertson St. owned by the Port of New Orleans.

4. Partnership Agreement

Represent Stay Ready Nola in the negotiation and drafting of an Amended and Restated partnership agreement between Stay Ready Nola and its statutory partner Bike Easy, including any ancillary documents and agreements.

5. Other Specialized Counsel

Work as needed with the attorney or firm providing General Counsel Services to Stay Ready Nola and the Executive Director of Stay Ready Nola

III. Desired Qualifications:

The selected attorney or firm should possess the following qualifications:

- **Licensure:** Active license to practice law in Louisiana.
- **Experience:** At least 7-10 years of relevant legal experience.

IV. Contract Term and Fee Structure:

1. The Contract term for General Counsel Services is for a period of One Year. Either party may terminate the Agreement with or without cause with 30 days Notice.
2. Respondents should propose a fee in terms of an hourly rate for Partners, Associates, Paralegals, administrative staff, etc..
3. Stay Ready Nola expects to sign any reasonable Engagement Letter or Contract used in the firms ordinary course of business.

V. Proposal Requirements

Proposals must include the following:

1. **Cover Letter:** Provide a brief introduction to the firm or individual, including relevant experience and qualifications.
2. **Relevant Information:** Provide any relevant information that would help us assess you or your firm.
3. **Fee:** Propose your fee for the annual contract.
4. **References:** Provide at least 2 names and contact information of professional references.
5. **Point of Contact:** Provide the name of the attorney who will be our point of contact.
6. **Billing Terms:** State your billing terms. Especially relevant is whether you and your firm are willing to wait until the financial closing of the project to invoice for work performed between now and the closing. As per the letter received from the EPA by Stay Ready Nola on 12-3-24, the "EPA takes on average 120 days after an application is selected to make an award."

V. Evaluation Criteria

Proposals will be evaluated based on the following:

- **Experience and Expertise (40%):** Demonstrated relevant experience.
- **Reputation in the Community / Past Experience (20%):**
- **Cost-Effectiveness (20%):** The proposed fee structure and its alignment with SRN's budgetary constraints.
- **Project Management Skills (20%):** Ability to oversee multiple specialized legal services and manage external counsel efficiently.

VI. Submission Process and Timeline

Proposals will be accepted on an ongoing basis until a selection is made. Submissions should be in PDF format and no more than 10 pages in length. Competitive applicants will be interviewed by the Executive Director.

VII. Contact Information

For questions or clarifications, please contact:

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