

**REQUEST FOR QUALIFICATIONS 2016-BRAA-001
TO SERVE AS LEGAL COUNSEL TO THE
BOCA RATON AIRPORT AUTHORITY**

The Boca Raton Airport Authority (“BRAA”) seeks an attorney or attorneys to serve as Airport Legal Counsel. Airport Legal Counsel may be comprised of 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 the BRAA. 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 disciplinary history in the past ten (10) years.
- 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’s Insurance Broker of Record.
- Demonstrated knowledge of Florida Sunshine and Public Records laws, and Florida and Palm Beach County Ethics laws.
- Demonstrated knowledge of the statutory, regulatory and governing provisions by which the BRAA 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 BRAA, its 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 the BRAA may draw as circumstances require is preferred. Historically, services and expertise required by the BRAA have included but not been limited to the foregoing as well as taxation, sovereign immunity, public forum/First Amendment, FAA Part 16, Part 77 and Part 150.

Each proposal must identify Lead Counsel, each member of Respondent, and provide a detailed resume 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 and faxes. The proposal shall identify the timing and amount of any periodic adjustment to the hourly rates, fees and/or charges, and shall state any annual cap on billing for services required by the BRAA. 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.

Proposals must be submitted to Clara Bennett, Executive Director, at clara@bocaairport.com, by 5:00 on Friday, October 28, 2016.