



**RFP:** General Counsel and Related Legal Services, Tampa Sports Authority

**RFP NUMBER:** 19-09

**DATE:** August 4, 2020

**TO PROPOSERS:**

The Selection Committee for Tampa Sports Authority has announced it will *not* shortlist the three (3) companies who submitted proposals on the above-named proposal. The Selection Committee has decided to interview all firms as follows:

**Shumaker, Loop & Kendrick.....Tuesday, August 18, 2020 (9:30am – 11am)**

**Chartwell Law.....Tuesday, August 18, 2020 (1pm – 2:30pm)**

**Gray|Robinson.....Wednesday, August 19, 2020 (10am – 11:30am)**

Please note that the companies as listed above are in no ranking or order of selection. A final selection/ranking meeting will be held at 2pm on *Wednesday, August 19<sup>th</sup>, 2020*. The Finance Committee will review and make a recommendation to the Board of Directors on August 25<sup>th</sup>, 2020. The Authority's Board of Directors will review and select the winning Proposer at the regularly scheduled board meeting on September 1<sup>st</sup>, 2020 at 4:00pm. After selection, the Authority and winning Proposer will negotiate details of the contract.

Each presentation shall be limited to approximately 45 minutes and shall include the responses to the attached interview questions.

An additional question and answer session may be held following your company's presentation.

Sincerely

A handwritten signature in blue ink, appearing to read "D. Jones".

Deltecia Jones  
Procurement Manager

cc: Bid File

[Attachments]

## **General Counsel and Related Legal Services RFP-19-09**

### **Interview Questions:**

- 1) Please provide an overview of your qualifications identifying why your firm/team would be best suited to serve the Authority.**
  
- 2) Please describe your experience with preparing and negotiating agreements for event venues in securing promoted and rented events for musicians or other performers.**
  
- 3) Please describe how the engagement would be managed. For instance, would the person attending and advising at all of our Board meetings, be the same contact we have for contract, procurement or employment matters?**
  
- 4) How do you ensure a consistent work product if multiple members of the Team will be advising on contracts?**
  
- 5) Will the engagement manager be available during vacations and after hours in the event of an urgent or time consuming matter.**
  
- 6) Please describe your experience with employment matters for governmental employees.**
  
- 7) What do you anticipate the turnaround to be for your review of a Banquet Event Order (BEO) Contract? What do you anticipate the turnaround to be for the review of a standard license agreement?**

- 8) We will likely, begin the negotiations for the extension of one of our tenants during the TSA during the term of this agreement. Please provide an overview of your background in preparing such an agreement.**
- 9) We will likely be involved in the renovation of one of our managed facilities during the term of this agreement. Please provide an overview of your background in administering construction documents from inception, funding and project completion for large scale renovations.**
- 10) We may be involved in the development of new facility during the term of this agreement. Please provide an overview of your background in administering construction documents from inception, funding and project completion for a large scale construction process.**
- 11) Please describe your experience in dealing with the media and public relating to controversial issues regarding your client(s).**
- 12) Are you negotiable on your price or will other value added items be included as part of your engagement.**
- 13) Please clarify and conflicts of interest that your firm may have with Tampa Sports Authority tenants and clients who perform or may perform business with the Tampa Sports Authority as identified within Section 2.13 of the RFP.**

**General Counsel and Related Legal Services RFP-19-09**

**Proposal Evaluation Form**

**Proposer:** \_\_\_\_\_

Evaluation Criteria		Points Available		Points Awarded
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<b>Respondents qualifications, experience and the experience of key personnel:</b>				
Qualifications and Experience of Firm		10		
Qualifications and Experience of Engement		15		
Qualifications and Experience of Team		10		
<b>Total</b>		<b>35</b>		

<b>The Firm's understanding of an approach to the work to be performed for the Tampa Sports Authority</b>				
Firm's understanding of work to be prepared		15		
Firm's proposed approach to work to be prepared		10		
<b>Total</b>		<b>25</b>		

<b>Cost to Authority</b>				
Base Cost		17		
Hourly Rate for Additional Work		3		
<b>Total</b>		<b>20</b>		

<b>Responses to Client references (reputation, professionalism) and local availability (presence, allocation of resources to this contract)</b>				
Applicability of the References		5		
Perception of reputation		5		
<b>Total</b>		<b>10</b>		

<b>Overall responsiveness to RFP</b>				
RFP response is well organized and provides answers to requests		5		
RFP response is clear and concise		5		
<b>Total</b>		<b>10</b>		

<b>Sub Total</b>		<b>100</b>		
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<b>Disadvantaged Minority/Disadvantaged Women Business Enterprise Participation</b>				
Bonus Points		5		
<b>Total</b>		<b>5</b>		

<b>Grand Total With Bonus Points</b>		<b>105</b>		
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Firm Evaluated \_\_\_\_\_

Evaluator \_\_\_\_\_

**General Counsel and Related Legal Services RFP-19-09**

**Interview Evaluation Form**

**Proposer:** \_\_\_\_\_

Evaluation Criteria	Points Available	Points Awarded	
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<b>Management Plan</b>			
Organization and Proposed Management	20		
Experience	20		
Local Availability	10		
<b>Total</b>	<b>50</b>		

<b>Cost To Authority</b>			
Base Cost	25		
Hourly Cost for Additional Work	10		
<b>Total</b>	<b>35</b>		

<b>Other Considerations</b>			
Interview Clarity	10		
Additional Services or Cost Reductions	5		
<b>Total</b>	<b>15</b>		

<b>Sub Total</b>	<b>100</b>		
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<b>Disadvantaged Minority/Disadvantaged Women Business Enterprise Participation</b>			
Bonus Points	5		
<b>Total</b>	<b>5</b>		

<b>Grand Total With Bonus Points</b>	<b>105</b>		
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**Firm Evaluated** \_\_\_\_\_

**Evaluator** \_\_\_\_\_