REQUEST FOR QUALIFICATIONS

Conflict Legal Counsel Services
Alexandria Municipal Fire and Police Civil Service Board

I. Overview and Purpose

The Alexandria Municipal Fire and Police Civil Service Board invites Statements of Qualifications (SOQ) from qualified attorneys licensed to practice law in the State of Louisiana who are qualified to serve as independent conflict legal counsel to the Board.

The purpose of this Request for Qualifications ("RFQ") is to identify and select an attorney capable of providing objective, independent and impartial legal advice and representation to the Board in matters involving Louisiana Municipal Fire and Police Civil Service Law, administrative law, municipal law, employment matters, and related legal proceedings.

The Board seeks independent legal counsel to ensure that it receives unbiased legal advice and representation in circumstances where the City Attorney, other municipal legal counsel, or regularly retained counsel may have an actual, potential, or perceived conflict of interest that prevents or compromises their ability to represent the Board independently.

The term of engagement shall be three (3) years.

II. Scope of Services

The selected attorney will provide independent legal counsel and related legal services to the Board, including, but not limited to:

- Provide independent legal advice regarding the interpretation and application of Louisiana Municipal Fire and Police Civil Service Law and Board's Rules and regulations.
- Attend monthly Board meetings and special meetings, as requested, to provide legal advice and guidance.
- Serve as independent legal counsel to the Board during hearings and proceedings involving suspensions, dismissals, disciplinary actions, demotions, promotions and appeals involving employees of the fire and police civil service.
- Assist in ensuring that hearings and proceedings are conducted fairly, impartially, and in accordance with applicable law and due process requirements.

- Process subpoena requests from employees or their legal representatives.
- Perform other legal services reasonably related to the Board's statuary duties and responsibilities as authorized by the Board.

III. Qualifications Requirements

Respondents must meet the following minimum requirements:

- Licensed to practice law in the State of Louisiana and in good standing with the Louisiana State Bar Association.
- Minimum of 4–6 years of legal practice.
- Demonstrated experience in labor or employment law, civil service law, administrative law or municipal representation.
- Working knowledge of Louisiana laws governing Municipal Fire and Police Civil Service.
- No conflicts of interest that would preclude representation under applicable Louisiana Rules of Professional Conduct.

IV. Submittal Requirements

To be deemed responsive, submissions must include the following:

- Background information including name, business address, telephone number, and email address.
- A current resume or curriculum vitae detailing educational background, professional experience, years of practice, licensing status, and relevant legal training or certifications.
- Description of at least three (3) assignments that illustrate relevant experience, including contact information for clients familiar with your work.
- At least 3 letters of recommendations from client or colleagues familiar with your work.
- A sworn statement confirming a conflict check has been completed and no conflicts exist.

V. Evaluation Criteria

Submissions will be evaluated based on the following criteria:

- Experience in relevant legal fields (administrative, municipal, labor or employment, civil service law)

- Understanding of the scope of work and proposed approach

- Qualifications of the attorney (assignments and recommendations)

VI. Submission Deadline

- Deadline: **Friday, December 4, 2026, at 11:59 p.m.**
- Submission Method: Electronic submission to toria.banks@cityofalex.com
- Questions: All questions regarding this RFQ must be submitted in writing to Board Secretary, Ms. Toria Banks at toria.banks@cityofalex.com