



**REQUEST FOR QUALIFICATIONS
("RFQ")**

FOR

**LEGAL SERVICES
(RFQ Number 11-LE-001)**

**STATEMENT OF QUALIFICATIONS DUE DATE
MARCH 2, 2011**

**Connecticut Resources Recovery Authority
100 Constitution Plaza, 6th Floor
Hartford, Connecticut 06103-1722**

January 31, 2011

REQUEST FOR QUALIFICATIONS

For

LEGAL SERVICES (RFQ Number 11-LE-001)

Connecticut Resources Recovery Authority
100 Constitution Plaza, 6th Floor
Hartford, Connecticut 06103-1722

TABLE OF CONTENTS

1. Notice To Firms – Request For Qualifications
2. Instructions To Firms
3. Notice Of Interest Form
4. Statement Of Qualifications Form
5. Payment Rate Schedule Form
6. Business Information Form
7. Business Disclosure Form
8. Firm Background And Experience Form
9. Personnel Background And Experience Form
10. References Form
11. Questionnaire Concerning Affirmative Action, Small Business Contractors And Occupational Health And Safety
12. Affidavit Of Third Party Fees
13. Affidavit Concerning Nondiscrimination
14. Background Questionnaire
15. SEEC Form 11, Notice To Executive Branch State Contractors And Prospective State Contractors Of Campaign Contribution And Solicitation Ban
16. Notice Of Award
 - A. Contractor's Certification Concerning Gifts [To be executed by successful SOQ submitters]
 - B. Affidavit Concerning Consulting Fees [To be executed by successful SOQ submitters]
17. Legal Services Agreement
 - A. Scope Of Services
 - B. Request For Services – Standard Format
 - C. Compensation Schedule
 - D. CRRA Travel And Expense Policy
 - E. Monthly Bill Format
 - F. SEEC Form 11, Notice To Executive Branch State Contractors And Prospective State Contractors Of Campaign Contribution And Solicitation Ban
 - G. Affidavit Of Third Party Fees
 - H. Affidavit Concerning Nondiscrimination
 - I. Affidavit Concerning Consulting Fees
 - J. Contractor's Certification Concerning Gifts
 - K. CRRA President's Certification Concerning Gifts

**REQUEST FOR QUALIFICATIONS
FOR
LEGAL SERVICES**

**SECTION 1
NOTICE TO FIRMS
REQUEST FOR QUALIFICATIONS**

CONNECTICUT RESOURCES RECOVERY AUTHORITY

NOTICE TO FIRMS REQUEST FOR QUALIFICATIONS

The Connecticut Resources Recovery Authority (“CRRA”) is a quasi-public agency of the State of Connecticut that is responsible for implementing the State Solid Waste Management Plan and is currently providing solid waste disposal and recycling services to more than 100 municipalities in the state.

CRRA is requesting qualifications from law firms interested in providing certain legal services for CRRA from July 1, 2011 through June 30, 2014. Qualified statements of qualifications (“SOQ”) will be accepted by CRRA for the following categories of legal representation:

- General Counsel Services;
- Environmental Law Services;
- Real Estate/Planning and Zoning Services;
- Energy Law/Department of Public Utility Control Services;
- Construction Law Services;
- Litigation Services;
- Employment Law Services;
- Solid Waste Industry Legal Services;
- Contract Law Services; and
- Bond Counsel Services.

Firms may submit an SOQ for any one, all or a combination of the above listed categories of services. At its sole discretion, CRRA may choose one or more separate firms to provide services for each of the categories.

Request For Qualifications (“RFQ”) package documents may be obtained on the World Wide Web at <http://www.crra.org> under the “Business Opportunities” page beginning **Monday, January 31, 2011**. The documents will also be available Monday through Friday, from 8:30 a.m. to 5:00 p.m. at the offices of CRRA, 100 Constitution Plaza, 6th Floor, Hartford, Connecticut 06103-1722, beginning on the same date. Anyone intending to pick up the documents at CRRA’s offices must contact Ronald Gingerich (860-757-7703) at least 24 hours in advance.

CRRA encourages firms interested in this RFQ to submit a Notice Of Interest Form to CRRA by 3:00 p.m., Wednesday, February 16, 2011. The Notice Of Interest Form is available on CRRA’s web site along with the other RFQ documents. While not mandatory, CRRA will use the information provided on the Form to notify prospective SOQ submitters about the availability of addenda and other information related to the RFQ.

Sealed SOQs must be received at the offices of CRRA, 100 Constitution Plaza, 6th Floor, Hartford, Connecticut 06103-1722 no later than 3:00 p.m., Wednesday, March 2, 2011. CRRA reserves the right to reject SOQs received after the time and date set forth above. All SOQs shall remain open for one hundred twenty (120) days after the SOQ due date.

SOQs will be opened at CRRA's convenience on or after the SOQ due date. Note that all information submitted in response to this RFQ is subject to Connecticut's Freedom of Information Act.

All questions regarding this RFQ must be submitted **in writing** to Ronald Gingerich, by e-mail (rgingerich@crra.org), by fax (860-757-7742), or by correspondence (CRRA, 100 Constitution Plaza, 6th Floor, Hartford, Connecticut 06103) no later than 3:00 p.m., Wednesday, February 16, 2011. Subject to the discretion of CRRA, CRRA may decide to provide written responses to potential SOQ submitters no later than Wednesday, February 23, 2011. Any entity considering submitting an SOQ is prohibited from having any ex-parte communications with any CRRA staff member or CRRA Board member except Mr. Gingerich.

**REQUEST FOR QUALIFICATIONS
FOR
LEGAL SERVICES**

**SECTION 2
INSTRUCTIONS TO FIRMS**

INSTRUCTIONS TO FIRMS

LEGAL SERVICES

CONTENTS

1.	Introduction.....	1
2.	RFQ Projected Timeline	2
3.	Definitions.....	2
4.	Communications With CRRA Staff And Board Members	4
5.	Reserved Rights.....	4
6.	Scope Of Services.....	4
7.	Availability Of RFQ Package Documents.....	5
8.	Notice Of Interest.....	6
9.	Addenda And Interpretations	6
10.	SOQ Submission Procedures	7
11.	Period SOQs Shall Remain Open.....	7
12.	Joint SOQs.....	7
13.	Non-Negotiability Of The Agreement	7
14.	Modification/Withdrawal Of An SOQ	7
15.	SOQ Contents	7
16.	SOQ Opening.....	9
17.	Additional Information And Interviews.....	10
18.	SOQ Evaluation.....	10
19.	Contract Award.....	12
20.	Requests For Services	12
21.	Contractor's Certification Concerning Gifts	12
22.	Affidavit Concerning Consulting Fees	12
23.	Firm's Qualifications	13
24.	SOQ Preparation And Other Costs	13

1. Introduction

The Connecticut Resources Recovery Authority (“CRRA”) is a quasi-public agency of the State of Connecticut that is responsible for implementing the State Solid Waste Management Plan and is currently providing solid waste disposal and recycling services to more than 100 municipalities in the state.

From time to time, CRRA requires the services of legal firms. CRRA is seeking Statements Of Qualifications (“SOQ”) from legal firms in order to identify firms that would be qualified to work for CRRA. CRRA intends, but does not guarantee, to enter into contracts with one of more firms. When CRRA has work that needs to be done, CRRA will select

from among those firms with which it has agreements one or more firms to enter into a Request For Services for the work.

2. RFQ Projected Timeline

The following is the projected timeline for the RFQ process:

ITEM	DATE
RFQ Formally Announced	Monday, January 31, 2011
Notice of Interest Forms Due at CRRA	3:00 p.m., Wednesday, February 16, 2011
Deadline for Written Questions	3:00 p.m., Wednesday, February 16, 2011
Response to Written Questions	No Later Than Wednesday, February 23, 2011
SOQs Due at CRRA	3:00 p.m., Wednesday, March 2, 2011
Interviews	March 7 through March 25, 2011
Selection and Notice of Award Issued	Monday, April 25, 2011
Effective Date of Agreement	July 1, 2011

CRRA reserves the right at its sole and absolute discretion to extend any of the actual or proposed dates in the above Projected Timeline.

3. Definitions

As used in this Instructions To Firms and in other Contract Documents (as defined herein), the following terms shall have the meanings as set forth below:

- (a) **Addenda:** Written or graphic documents issued prior to the SOQ due date that clarify, correct or change any or all of the Contract Documents.
- (b) **Contract Documents:**
 - (1) Legal Services Agreement (the "Agreement");
 - (2) RFQ Package Documents (defined below);
 - (3) Addenda;
 - (4) The firm's SOQ (including all documentation attached to or accompanying such SOQ, all other documentation submitted in connection with such SOQ, and all post-submission documentation submitted prior to the issuance of the Notice Of Award);
 - (5) Notice Of Award; and,
 - (6) Any written amendments to the Agreement.

- (c) **Laws And Regulations:** Any and all applicable laws, rules, regulations, ordinances, codes, orders and permits of any and all federal, state and local governmental and quasi-governmental bodies, agencies, authorities and courts having jurisdiction.
- (d) **Notice Of Award:** Written notification from CRRA to the apparent successful firm(s) that states that CRRA has accepted such firm's SOQ and sets forth the remaining conditions that must be fulfilled by such firm before CRRA executes the Agreement.
- (e) **Project:** The provision by the successful firm(s) of legal services in accordance with the Contact Documents.
- (f) **RFQ Package Documents**
 - (1) Notice To Firms – Request For Qualifications;
 - (2) Instructions To Firms;
 - (3) Notice Of Interest Form;
 - (4) Statement Of Qualifications Form;
 - (5) Payment Rate Schedule Form;
 - (6) Business Information Form;
 - (7) Business Disclosure Form;
 - (8) Firm Background And Experience Form [one Form to be submitted for each Category of Services for which the firm wishes to be considered];
 - (9) Personnel Background And Experience Form [one Form to be submitted for each Category of Services for which the firm wishes to be considered];
 - (10) References Form [one Form to be submitted for each Category of Services for which the firm wishes to be considered];
 - (11) Questionnaire Concerning Affirmative Action, Small Business Contractors And Occupational Health And Safety;
 - (12) Affidavit Of Third Party Fees;
 - (13) Affidavit Concerning Nondiscrimination;
 - (14) Background Questionnaire;
 - (15) SEEC Form 11, Notice To Executive Branch State Contractors And Prospective State Contractors Of Campaign Contribution And Solicitation Ban
 - (16) Notice Of Award;
 - A. Contractor's Certification Concerning Gifts [To be executed by successful firms];
 - B. Affidavit Concerning Consulting Fees [To be executed by successful firms]
 - (17) Legal Services Agreement, including:
 - A. Scope Of Services;
 - B. Request For Services – Standard Format;
 - C. Compensation Schedule;
 - D. CRRA Travel And Expense Policy;

- E. Monthly Bill Format;
- F. SEEC Form 11, Notice To Executive Branch State Contractors And Prospective State Contractors Of Campaign Contribution And Solicitation Ban;
- G. Affidavit Of Third Party Fees;
- H. Affidavit Concerning Nondiscrimination;
- I. Affidavit Concerning Consulting Fees;
- J. Contractor's Certification Concerning Gifts; and
- K. CRRA President's Certification Concerning Gifts.

Terms that are not defined and used in this Instructions To Firms shall have the same respective meanings assigned to such terms in the Agreement.

4. Communications With CRRA Staff And Board Members

Except as otherwise authorized by this Instructions To Firms, during the period while the RFQ process is active (i.e., from the date CRRA issues the RFQ until the date the successful firm(s) accepts the Notice Of Award), firms contemplating or preparing SOQs are prohibited from contacting CRRA staff or CRRA Board of Directors members in an ex parte manner to discuss the RFQ process. A firm's SOQ shall be rejected if any of the foregoing ex parte communications take place.

5. Reserved Rights

CRRA reserves the following rights at its sole and absolute discretion:

- (a) To reject any or all of the SOQs, or any part(s) thereof, and/or to waive any informality or informalities in any SOQ or the RFQ process for this Project;
- (b) To republish this RFQ after having rejected any or all of the SOQs; and
- (c) To terminate this RFQ process at any time prior to the execution of any Agreement.

6. Scope Of Services

The Services to be performed under the Agreement are more particularly described in **Exhibit A** of the Agreement. Specific instructions about how the Services are to be performed are included in the Agreement.

The Services are in ten Categories as follows:

- (a) General Counsel Services;
- (b) Environmental Law Services;
- (c) Real Estate/Planning and Zoning Services;

- (d) Energy Law/Department of Public Utility Control Services;
- (e) Construction Law Services;
- (f) Litigation Services;
- (g) Employment Law Services;
- (h) Solid Waste Industry Legal Services;
- (i) Contract Law Services; and
- (j) Bond Counsel Services.

CRRA will assume that a firm responding to this RFQ is willing to perform only the Categories of Services that are selected by the firm on the Statement Of Qualifications Form in the firm's SOQ.

For firms that wish to be considered for the Bond Counsel Category of Services, the firms must have experience in public finance and federal taxation and should be listed in the Fall 2010 edition of the Bond Buyer's Municipal Marketplace, commonly referred to as the "Red Book."

Requests For Services for specific work to be performed during the term of the Agreement will be solicited, at CRRA's discretion, from the firms with which CRRA has entered into an Agreement pursuant to this RFQ.

The term of the Agreement shall be from July 1, 2011 to June 30, 2014.

7. Availability Of RFQ Package Documents

Complete sets of the RFQ Package Documents may be obtained on the World Wide Web beginning Monday, January 31, 2011:

<http://www.crra.org> under the "Business Opportunities" page; select the "RFQ: Legal Services" link.

The RFQ Package Documents are in PDF format. Many of the forms included in the documents are also available for downloading in Microsoft Word format on CRRA's web site. Interested firms can fill the forms out by typing the answers on their computer's keyboard. The forms can then be printed and submitted with the SOQ. CRRA encourages firms to make use of the downloadable Word forms.

The RFQ Package Documents are also available Monday through Friday, from 8:30 a.m. to 5:00 p.m. at CRRA's offices, 100 Constitution Plaza, 6th Floor, Hartford, Connecticut 06103-1722, beginning on the same date. Anyone intending to pick up the documents at CRRA's offices must contact Ronald Gingerich [(860) 757-7703] at least 24 hours in advance.

8. Notice Of Interest

CRRA encourages firms considering submitting an SOQ to submit a Notice Of Interest Form (Section 3 of this RFQ Package Documents) to CRRA as early as they can. Forms should be submitted no later than **3:00 p.m., Wednesday, February 16, 2011**. The Notice Of Interest Form is available on CRRA's web site along with the other RFQ documents. While not mandatory, CRRA will use the information provided on the Form to notify prospective SOQ submitters about the availability of addenda, including CRRA's responses to written questions, and other information related to the RFQ.

9. Addenda And Interpretations

CRRA may issue Addenda to this RFQ package that shall, upon issuance, become part of the RFQ Package Documents and binding upon all potential or actual firms submitting SOQs for the Services. Such Addenda may be issued in response to requests for interpretation or clarification received from firms interested in the RFQ. CRRA reserves the right to not respond to any or all inquiries.

Any request for interpretation or clarification of any documents included in the RFP package documents must be submitted **in writing** to Ronald Gingerich using one of the following methods:

- (a) By e-mail to rgingerich@crra.org;
- (b) By fax to 860-757-7742; or
- (c) By correspondence to CRRA, 100 Constitution Plaza, 6th Floor, Hartford, Connecticut 06103-1722.

To be given consideration, any such written request must be received by CRRA by **3:00 p.m., Wednesday, February 16, 2011**.

Addenda, if any, will be mailed and/or e-mailed to all persons who submitted a Notice Of Interest Form (see Section 8, above) or who picked up or requested from CRRA a printed copy of the RFQ package documents. Such addenda will also be posted on CRRA's web site (<http://www.crra.org>) on the "Business Opportunities" page under the "RFQ: Legal Services" heading. Such addenda will be mailed/e-mailed and posted on the web site no later than Wednesday, February 23, 2011.

Failure of any firm to receive any such Addenda shall not relieve such firm from any conditions stipulated in such Addenda. Only questions answered or issues addressed by formal written Addenda will be binding. **All oral and other responses, statements, interpretations or clarifications shall be without legal effect and shall not be binding upon CRRA.**

10. SOQ Submission Procedures

Sealed SOQs in response to this RFQ must be submitted no later than 3:00 p.m., Eastern Time, Wednesday, March 2, 2011 at the offices of CRRA, 100 Constitution Plaza, 6th Floor, Hartford, Connecticut 06103-1722, Attn: Ronald Gingerich. CRRA reserves the right to reject SOQs received after the time and date set forth above.

Each firm submitting an SOQ must submit one (1) original and six (6) copies of its SOQ. The original of the SOQ shall be stamped or otherwise marked as such.

While CRRA has no preference on how the copies of the SOQ are bound, the original of the SOQ should be loose leaf and bound with a binder clip.

Each SOQ (the original and six copies) shall be enclosed in a sealed envelope that shall be clearly marked "Statement Of Qualifications For Legal Services."

11. Period SOQs Shall Remain Open

SOQs shall remain open and subject to acceptance for one hundred twenty (120) days after the SOQ due date.

12. Joint SOQs

No joint SOQs shall be accepted.

13. Non-Negotiability Of The Agreement

The terms and conditions of the Agreement (Section 17 of the RFQ Package Documents), as attached, are non-negotiable. Any firm contemplating submitting an SOQ that will be unable to execute the Agreement, as attached, should not submit an SOQ. However, CRRA, at its sole discretion, may elect to negotiate the insurance requirements (Article 6 of the Agreement) with small firms, especially firms that wish to be considered for the Contract Law Category of Services.

14. Modification/Withdrawal Of An SOQ

SOQs may be modified or withdrawn by an appropriate document duly executed (in the manner that an SOQ must be executed) and delivered to CRRA's office, 100 Constitution Plaza, 6th Floor, Hartford, Connecticut 06103-1722, Attn: Ronald Gingerich, at any time prior to the SOQ due date.

15. SOQ Contents

SOQs shall be submitted on forms provided by CRRA as part of this RFQ package. All of the forms must be completed with the appropriate information required and all blanks on such forms filled in.

An SOQ must consist of the following and be in the following order:

- (a) Title page of the SOQ (not the title page of the RFQ), including the title of the project, the name of the firm submitting the SOQ and the date the SOQ is submitted;
- (b) Cover letter, signed by a person authorized to commit the firm to the contractual arrangements with CRRA, which includes the following:
 - (1) The name of the SOQ submitter;
 - (2) The legal structure of the SOQ submitter (e.g., corporation, joint venture, etc.);
 - (3) A clear statement indicating that the attached SOQ constitutes a firm and binding offer by the SOQ submitter to CRRA considering the terms and conditions outlined in the RFQ and noting any technical exceptions taken thereto; and
 - (4) The SOQ submitter's promise, if any, to set aside a portion of the contract for legitimate minority business enterprises (see Section 18.3(e) of this Instructions To Proposers);
- (c) Table of Contents;
- (d) The completed Statement Of Qualifications Form (Section 4 of the RFQ Package Documents), with:
 - (1) The Category(ies) of Services for which the firm wishes to be considered checked (Section 1 on Page 1);
 - (2) Addenda, if any, listed in the appropriate place (Section 6(a) on Page 3);
 - (3) The name and address of the contact for Notices listed in the appropriate place (Section 15 on Page 7);and
 - (4) The completed agreement section (Page 7);
- (e) The completed Payment Rate Schedule Form (Section 5 of the RFQ Package Documents);
- (f) The completed Business Information Form (Section 6 of the RFQ Package Documents);
- (g) The completed Business Disclosure Form (Section 7 of the RFQ Package Documents);
- (h) A completed Firm Background And Experience Form (Section 8 of the RFQ Package Documents) for each Category of Services for which the firm wishes to be considered;
- (i) A completed Personnel Background And Experience Form (Section 9 of the RFQ Package Documents) for each Category of Services for which the firm wishes to be considered;

- (j) A completed References Form (Section 10 of the RFQ Package Documents) for each Category of Services for which the firm wishes to be considered (a particular reference can be used for more than one Category of Services);
- (k) The completed Questionnaire Concerning Affirmative Action, Small Business Contractors And Occupational Health And Safety form (Section 11 of the RFQ Package Documents), with the firm's most recent EEO-1 data attached if the firm wishes such data to be considered in the evaluation of its SOQ;
- (l) The completed Affidavit Of Third Party Fees form (Section 12 of the RFQ Package Documents) (subscribed and sworn before a Notary Public or Commissioner of the Superior Court);
- (m) The completed Affidavit Concerning Nondiscrimination (Section 13 of the RFQ Package Documents) (subscribed and sworn before a Notary Public or Commissioner of the Superior Court);
- (n) The completed Background Questionnaire (Section 14 of the RFQ Package Documents) (subscribed and sworn before a Notary Public or Commissioner of the Superior Court);
- (o) A copy of the proposer's up-to-date certificate(s) of insurance showing all coverages required by Section 6.1 of the Agreement. [Please be advised that this is the area in which SOQ submitters seem to have the most difficulty. CRRA requires that the certificate(s) submitted show evidence of exactly the insurance requirements specified in the Agreement (e.g., if Section 6.1 of the Agreement requires Business Automobile Liability insurance covering any automobile or vehicle, the certificate of insurance must have the "any" box checked)]; and
- (p) As Appendix A to the SOQ, a brief resume (i.e., no more than two pages) of each individual listed in the Personnel Background And Experience Form(s). Only one resume should be submitted for an individual regardless of how many Categories of Services for which the individual is listed.

Firms should not include in their SOQs any other portions of the RFQ Documents (e.g., this Instructions To Firms or the Agreement). A firm may include additional information as an addendum/appendix to its SOQ if the firm thinks that it will assist CRRA in evaluating the firm's SOQ. A firm should not include information that is not directly related to the subject matter of this solicitation.

16. SOQ Opening

All SOQs will be opened at CRRA's convenience on or after the SOQ due date.

17. Additional Information And Interviews

CRRA reserves the right to request additional information from firms responding to this RFQ and to request certain firms responding to this RFQ to make oral presentations or further explanations of their SOQ. It is expected that any oral presentations/interviews will be conducted between March 7 and March 25, 2011.

18. SOQ Evaluation

The award of the contract for the Services will be made, if at all, to the firm(s) whose evaluation by CRRA results in CRRA determining that such award to such firm(s) is in the best interests of CRRA. **However, the selection of a firm(s) and the award of such contract(s), while anticipated, are not guaranteed.**

CRRA is an Equal Opportunity and Affirmative Action employer and does not discriminate in its hiring, employment, contracting, or business practices. CRRA is committed to complying with the Americans with Disability Act of 1990 (ADA) and does not discriminate on the basis of disability in admission to, access to, or operation of its programs, services, or activities.

18.1 Evaluation Criteria

CRRA will base its evaluation of SOQs on the following criteria:

- (a) Qualifications;
- (b) Demonstrated skill, ability and integrity to perform the Services required by the Contract Documents;
- (c) Payment rates;
- (d) Reputation; and
- (e) Any other factor or criterion that CRRA, in its sole discretion, deems or may deem relevant or pertinent for such evaluation.

18.2 Additional Evaluation Criteria

CRRA will also base its evaluation of the SOQs on the following criteria:

- (a) In each category(s) of Services sought, experience of the firm in serving as legal counsel for clients, including governmental entities and resource recovery entities;
- (b) In each category(s) of Services sought, qualifications of personnel including the experience and availability of the day-to-day attorney and the breadth and depth of other partners, associates and other professionals available to provide services to CRRA;

- (c) Team organization and approach including the ability of the firm to adequately staff and complete time-sensitive projects and transactions and to interact effectively with CRRA, and other professionals involved in CRRA's projects and transactions;
- (d) Connecticut presence as evidenced by the number of offices the firm maintains in Connecticut and the number of Connecticut residents employed in those offices;
- (e) Corporate Citizenship policies, including the charitable contribution of money and time; local procurement of goods and services; development of participation in internship programs or scholarships; and policies with regard to the use of women-owned, minority-owned and small business enterprises; and
- (f) For firms that wish to be considered for the Bond Counsel Category of Services, listing in the Fall 2010 edition of the Bond Buyer's Municipal Marketplace, commonly referred to as the "Red Book."

18.3 Affirmative Action Evaluation Criteria

All SOQs will also be rated on the firm's demonstrated commitment to affirmative action. Sections 46a-68-1 to 46a-68-17 of the *Regulations of Connecticut State Agencies* require CRRA to consider the following factors when awarding a contract that is subject to contract compliance requirements:

- (a) The firm's success in implementing an affirmative action plan (see Question 4 of the Questionnaire Concerning Affirmative Action, Small Business Contractors And Occupational Health And Safety (Section 11 of the RFQ Package Documents));
- (b) The firm's success in developing an apprenticeship program complying with Sections 46a-68-1 to 46a-68-17 of the *Regulations of Connecticut State Agencies*, inclusive (see Question 5 of the Questionnaire Concerning Affirmative Action, Small Business Contractors And Occupational Health And Safety (Section 11 of the RFQ Package Documents));
- (c) The firm's promise to develop and implement a successful affirmative action plan (see Question 4B of the Questionnaire Concerning Affirmative Action, Small Business Contractors And Occupational Health And Safety (Section 11 of RFQ Package Documents));
- (d) The firm's submission of EEO-1 data indicating that the composition of its work force is at or near parity when compared to the racial and sexual composition of the work force in the relevant labor market area (See Section 15(k) of this Instructions To Firms); and

- (e) The firm's promise to set aside a portion of the contract for legitimate minority business enterprises (see Section 15(b)(4) of this Instructions To Firms).

19. Contract Award

If CRRA decides to award a contract(s) for the Services, CRRA will issue to the successful firm(s) a Notice Of Award within one hundred twenty (120) days after the SOQ due date.

CRRA reserves the right to correct inaccurate awards resulting from CRRA's clerical errors. This may include, in extreme circumstances, revoking a Notice Of Award already made to a firm and subsequently awarding the Notice of Award to another firm. Such action by CRRA shall not constitute a breach of this RFQ by CRRA since the Notice Of Award to the initial firm is deemed to be void ab initio and of no effect as if no Agreement ever existed between CRRA and the initial firm.

20. Requests For Services

Following the execution of the Agreement and the satisfaction of all other conditions by the successful firm(s), the successful firm(s) may be required on an as-needed basis to provide a detailed scope of services and estimates of the costs and time to perform such services as to specific projects occurring during the term of the Agreement. If CRRA chooses to have such firm(s) perform such services, such firm(s) will, at CRRA's sole and absolute discretion, execute a Request in the form outlined in **Exhibit B** to the Agreement. The estimate of cost could only be exceeded if unforeseen events significantly increase the cost of representation.

Any firm that is unwilling or unable to provide Services pursuant to such an arrangement should not submit an SOQ in response to this RFQ.

21. Contractor's Certification Concerning Gifts

Pursuant to *Connecticut General Statutes* Section 4-252, the apparently successful firm(s) must submit a document certifying that it has not given any gifts to certain individuals between the date CRRA started planning the RFQ and the date the Agreement is executed. If the apparently successful firm(s) does not execute the Certification, it will be disqualified for the Agreement. The dates between which the firm may not give gifts and the identities of those to whom it may not give gifts are specified in the attachment to the Notice Of Award included in this RFQ (see Attachment A to Section 16 of the RFQ Package Documents).

22. Affidavit Concerning Consulting Fees

Pursuant to *Connecticut General Statutes* Section 4a-81, the apparently successful firm(s) must submit an affidavit stating that, except as specified in the affidavit, it has not entered into any contract with a consultant in connection with the RFQ whereby any duties of the

consultant pursuant to the contract require the consultant to pursue communications concerning the business of CRRA, whether or not direct contract with CRRA was expected or made. The affidavit is attached to the Notice Of Award included in the RFQ Package Documents (see Attachment B to Section 16 of the RFQ Package Documents).

23. Firm's Qualifications

CRRA may make any investigation deemed necessary to determine the ability of any firm that has submitted an SOQ to perform the Services required. Each such firm shall furnish CRRA with all such information as may be required for this purpose.

24. SOQ Preparation And Other Costs

Each firm shall be solely responsible for all costs and expenses associated with the preparation and/or submission of its SOQ or incurred in connection with any interviews and negotiations with CRRA, and CRRA shall have no responsibility or liability whatsoever for any such costs and expenses.

**REQUEST FOR QUALIFICATIONS
FOR
LEGAL SERVICES**

**SECTION 3
NOTICE OF INTEREST FORM**



NOTICE OF INTEREST FORM

Individuals and firms that have an interest in the Connecticut Resources Recovery Authority ("CRRA") solicitation listed below are encouraged to submit this Notice Of Interest Form to CRRA as early as they can. Forms should be submitted no later than the date specified below. Request For Bids/Proposals/Qualifications documents and other information released by CRRA related to the solicitation will be directly provided to those firms that have submitted this Form to CRRA by the Form Due Date.

Solicitation:	LEGAL SERVICES
RFQ Number:	11-LE-001
Form Due Date:	FEBRUARY 16, 2011

Provide the following information about the individual/firm and the contact person for the firm.

Name of Individual/Firm:	
Name of Contact Person:	
Title of Contact Person:	
Mailing Address 1:	
Mailing Address 2:	
City, State, Zip Code	
Telephone Number:	
Fax Number:	
E-Mail Address:	

Submit this form to the CRRA contact listed below via e-mail, fax or correspondence as listed below.

CRRA Contact:	Ronald Gingerich
E-Mail Address:	<u>rgingerich@crra.org</u>
Fax Number:	(860) 757-7742
Correspondence Address:	Connecticut Resources Recovery Authority 100 Constitution Plaza, 6th Floor Hartford, CT 06103

**REQUEST FOR QUALIFICATIONS
FOR
LEGAL SERVICES**

**SECTION 4
STATEMENT OF QUALIFICATIONS FORM**



STATEMENT OF QUALIFICATIONS FORM

PROJECT: General
RFQ NUMBER: 11-LE-001
CONTRACT FOR: Legal Services
STATEMENT OF QUALIFICATIONS SUBMITTED TO: Connecticut Resources Recovery Authority
100 Constitution Plaza, 6th Floor
Hartford, Connecticut 06103-1722

1. CATEGORY(IES) OF SERVICES FOR WHICH STATEMENT OF QUALIFICATIONS SUBMITTED

In the table below, place a check mark in the box for each Category Of Services for which the law firm (the "Firm") submitting this Statement Of Qualifications ("SOQ") wishes to be considered. (The Scope Of Services for each Category is described in Exhibit A of the Agreement and should be consulted before checking the box for any Category Of Services.)

<input type="checkbox"/>	General Counsel Services
<input type="checkbox"/>	Environmental Law Services
<input type="checkbox"/>	Real Estate/Planning and Zoning Services
<input type="checkbox"/>	Energy Law/Department of Public Utility Control Services
<input type="checkbox"/>	Construction Law Services
<input type="checkbox"/>	Litigation Services
<input type="checkbox"/>	Employment Law Services
<input type="checkbox"/>	Solid Waste Industry Legal Services
<input type="checkbox"/>	Contract Law Services
<input type="checkbox"/>	Bond Counsel Services

2. DEFINITIONS

Unless otherwise defined herein, all terms that are not defined and used in this Statement Of Qualifications Form shall have the same respective meanings assigned to such terms in the Contract Documents.

3. TERMS AND CONDITIONS

The undersigned (the "Firm") accepts and agrees to all terms and conditions of the Request For Qualifications, Instructions To Firms, the Agreement and any Addenda to any such documents. This SOQ shall remain open and subject to acceptance for one hundred twenty (120) days after the SOQ due date.

If CRRA issues a Notice Of Award to the Firm, the Firm shall within ten (10) days after the date thereof:

- (a) Execute and deliver to CRRA the two attached counterparts of the non-negotiable Agreement;
- (b) Execute and deliver to CRRA the Contractor's Certification Concerning Gifts;
- (c) Execute and deliver to CRRA the Affidavit Concerning Consulting Fees;
- (d) Deliver to CRRA the requisite certificates of insurance;
- (e) Execute and deliver to CRRA all other Contract Documents attached to the Notice Of Award along with any other documents required by the Contract Documents; and
- (f) Satisfy all other conditions of the Notice Of Award.

4. FIRM'S OBLIGATIONS

The Firm proposes and agrees, if this SOQ is accepted by CRRA and CRRA issues a Notice Of Award to the Firm, to the following:

- (a) To perform, furnish and complete all the Services as specified or indicated in the Contract Documents and Agreement for the applicable rates and/or costs set forth in this SOQ and in accordance with the terms and conditions of the Contract Documents and Agreement;
- (b) At the request of CRRA and if the successful Firm qualifies, to apply with the State of Connecticut Department of Administrative Services, and do all that is necessary to make itself qualify, as a Small Contractor and/or Minority/Women/Disabled Person Business Enterprise in accordance with Section 4a-60g of the *Connecticut General Statutes*.

5. FIRM'S REPRESENTATIONS CONCERNING NON-NEGOTIABILITY OF THE AGREEMENT

In submitting this SOQ, the Firm acknowledges and agrees that the terms and conditions of the Agreement (including all Exhibits thereto), as included in the RFQ, are non-negotiable, and the Firm is willing to and shall, if CRRA accepts its SOQ for the Services and issues a Notice Of Award to the Firm, execute such Agreement. However, CRRA reserves the right to negotiate with the Firm over the Firm's rates for the Services submitted on its SOQ Payment Rate Schedule Form.

6. FIRM'S REPRESENTATIONS CONCERNING EXAMINATION OF CONTRACT DOCUMENTS

In submitting this SOQ, the Firm represents that:

- (a) The Firm has thoroughly examined and carefully studied the RFQ package documents and the following Addenda, receipt of which is hereby acknowledged (list Addenda by Addendum number and date):

Addendum Number	Date Issued

- (b) Without exception, the SOQ is premised upon performing, furnishing and completing the Services required by the Contract Documents and applying the specific means, methods, techniques, sequences or procedures (if any) that may be shown, indicated or expressly required by the Contract Documents;
- (c) The Firm is fully informed and is satisfied as to all Laws And Regulations that may affect cost, progress, performance, furnishing and/or completion of the Services;
- (d) The Firm has studied and carefully correlated the Firm's knowledge and observations with the Contract Documents and such other related data;
- (e) The Firm has given CRRA written notice of all conflicts, errors, ambiguities and discrepancies that the Firm has discovered in the Contract Documents and the written resolutions thereof by CRRA are acceptable to the Firm;
- (f) If the Firm has failed to promptly notify CRRA of all conflicts, errors, ambiguities and discrepancies that the Firm has discovered in the Contract

Documents, such failure shall be deemed by both the Firm and CRRA to be a waiver to assert these issues and claims in the future;

- (g) The Firm is aware of the general nature of work to be performed by CRRA and others that relates to the Services for which this SOQ is submitted; and
- (h) The Contract Documents are generally sufficient to indicate and convey understanding by the Firm of all terms and conditions for performing, furnishing and completing the Services for which this SOQ is submitted.

7. FIRM'S REPRESENTATIONS CONCERNING INFORMATION MADE AVAILABLE

In submitting this SOQ, the Firm acknowledges and agrees that the Firm shall not use any information made available to it or obtained in any examination made by it in connection with this RFQ in any manner as a basis or grounds for a claim or demand of any nature against CRRA arising from or by reason of any variance which may exist between information offered or so obtained and the actual materials, conditions, or structures encountered during performance of any of the Services.

8. FIRM'S REPRESENTATIONS CONCERNING STATE OF CONNECTICUT TAXES

In submitting this SOQ, the Firm acknowledges and agrees that CRRA is exempt from all State of Connecticut taxes and assessments, including sales and use taxes. Accordingly, the Firm shall not charge CRRA any State of Connecticut taxes or assessments at any time in connection with the Firm's performance of this Agreement, nor shall the Firm include any State of Connecticut taxes or assessments in any rates, costs, prices or other charges to CRRA hereunder. The Firm represents and warrants that no State of Connecticut taxes or assessments were included in any rates, costs, prices or other charges presented to CRRA in any SOQ or other submittal to CRRA in connection with this RFQ.

9. FIRM'S REPRESENTATIONS CONCERNING DISCLOSURE OF INFORMATION

In submitting this SOQ, the Firm:

- (a) Recognizes and agrees that CRRA is subject to the Freedom of Information provisions of the *Connecticut General Statutes* and, as such, any information contained in or submitted with or in connection with the Firm's SOQ is subject to disclosure if required by law or otherwise; and
- (b) Expressly waives any claim(s) that the Firm or any of its successors and/or assigns has or may have against CRRA or any of its directors, officers, employees or authorized agents as a result of any such disclosure.

10. FIRM'S REPRESENTATIONS CONCERNING NON-COLLUSION

By submission of this SOQ, the Firm, together with any affiliates or related persons, the guarantor, if any, and any joint ventures, hereby represents that, under risk of termination of the Agreement, if awarded, to the best of its knowledge and belief:

- (a) The prices in the SOQ have been arrived at as the result of an independent business judgment without collusion, consultation, communication, agreement or otherwise for the purpose of restricting competition, as to any matter relating to such prices and any other person or company;
- (b) Unless otherwise required by law, the prices that have been quoted in this SOQ have not, directly or indirectly, been knowingly disclosed by the Firm prior to "opening" to any other person or company;
- (c) No attempt has been made or will be made by the Firm to induce any other person, partnership or corporation to submit, or not to submit, an SOQ for the purpose of restricting competition;
- (d) The Firm has not directly or indirectly induced or solicited any other firm to submit a false or sham SOQ; and
- (e) The Firm has not sought by collusion to obtain for itself any advantage for the Services over any other firm for the Services or over CRRA.

11. FIRM'S REPRESENTATIONS CONCERNING RFQ FORMS

By submission of this SOQ, the Firm, together with any affiliates or related business entities or persons, the guarantor, if any, and any joint ventures, hereby represents that, under risk of termination of the Agreement, if awarded, all of the forms included in the RFQ that are submitted to CRRA as part of its SOQ are identical in form and content to the preprinted forms in the RFQ except that information requested by the forms has been inserted in the spaces on the forms provided for the insertion of such requested information.

12. FIRM'S WAIVER OF DAMAGES

The Firm and all its affiliates and subsidiaries understand that by submitting an SOQ, the Firm is acting at its and their own risk and the Firm does for itself and all its affiliates, subsidiaries, successors and assigns hereby waive any rights any of them may have to receive any damages for any liability, claim, loss or injury resulting from:

- (a) Any action or inaction on the part of CRRA or any of its directors, officers, employees or authorized agents concerning the evaluation, selection, non-selection and/or rejection of any or all SOQs by CRRA or any of its directors, officers, employees or authorized agents;
- (b) Any agreement entered into for the Services (or any part thereof) described in the Contract Documents; and/or

- (c) Any award or non-award of a contract for the Services (or any part thereof) pursuant to the Contract Documents.

13. FIRM'S REPRESENTATION REGARDING THE CONNECTICUT CAMPAIGN CONTRIBUTION AND SOLICITATION BAN

With regard to a State contract as defined in P.A. 07-1 having a value in a calendar year of \$50,000 or more or a combination or series of such agreement or contracts having a value of \$100,000 or more, the authorized signatory to this submission in response to CRRA's solicitation expressly acknowledges receipt of the State Elections Enforcement Commission's notice advising prospective state contractors of state campaign contribution and solicitation prohibitions, and will inform its principals of the contents of the notice. See Section 15 [SEEC Form 11] of the Contract Documents.

14. ATTACHMENTS

The following documents are attached hereto and made a part of this SOQ:

- (a) The completed Payment Rate Schedule Form;
- (b) A completed Business Information Form;
- (c) A completed Business Disclosure Form;
- (d) A completed Firm Background And Experience Form for each Category of Services for which the Firm wishes to be considered;
- (e) A completed Personnel Background And Experience Form for each Category of Services for which the Firm wishes to be considered;
- (f) A completed References Form for each Category of Services for which the Firm wishes to be considered;
- (g) The Questionnaire Concerning Affirmative Action, Small Business Contractors And Occupational Health And Safety that has been completely filled out by the Firm;
- (h) The Affidavit Of Third Party Fees that has been completely filled out by the Firm and signed before a Notary Public or Commissioner of the Superior Court;
- (i) The Affidavit Concerning Nondiscrimination that has been completely filled out by the Firm and signed before a Notary Public or Commissioner of the Superior Court;
- (j) The Background Questionnaire that has been completely filled out by the Firm and signed before a Notary Public or Commissioner of the Superior Court;

- (k) Brief resumes of each individual listed in the Personnel Background And Experience Form(s); and
- (l) A copy of the Firm's up-to-date certificate of insurance showing all coverages required by Article 6 of the Agreement.

15. NOTICES

Communications concerning this SOQ should be addressed to the Firm at the address set forth below.

Firm Name:	
Firm Contact:	
Title:	
Address 1:	
Address 2:	
City, State, Zip Code	
Telephone Number:	
Fax Number:	
E-Mail Address:	

16. ADDITIONAL REPRESENTATION

The Firm hereby represents that the undersigned is duly authorized to submit this SOQ on behalf of the Firm.

AGREED TO AND SUBMITTED ON _____, 201 1

Name of Firm:	
Signature of Firm Representative:	
Name (Typed/Printed):	
Title (Typed/Printed):	

**REQUEST FOR QUALIFICATIONS
FOR
LEGAL SERVICES**

**SECTION 5
PAYMENT RATE SCHEDULE FORM**



PAYMENT RATE SCHEDULE FORM

Name of Firm	
Name of RFQ	Legal Services

Each SOQ submitter must submit the information requested on the forms on the following pages.

1. Billing Rates

In the Billing Rates Table on Page 4, the firm must list staff level, name, title and hourly billing rate for each lawyer in the firm who would be assigned to work with CRRA. Only the attorneys listed here will be authorized to work on CRRA matters unless other attorneys are specifically authorized by CRRA. If your firm has discounted rates for government entities, such as CRRA, those rates should be listed. Indicate on an attached sheet any other specialized billing arrangements you will make available to CRRA.

For the services rendered and expenses incurred under this Agreement during Fiscal Year 2012 (which begins July 1, 2011), the firm shall be paid by CRRA on the basis set forth in the Billing Rates Table.

For Fiscal Year 2013 (which begins July 1, 2012), the rates set forth in the Billing Rates Table may be modified by the firm by the lesser of (i) four (4%) percent, or (ii) the percentage change under the United States Consumer Price Index for all Urban Consumers (Cross Classification of Region and Population Size Class), published by the Bureau of Labor Statistics, United States Department of Labor (the "Index"), which change shall be calculated as follows: the annual adjustment shall be calculated by adding to the rates payable for the immediately preceding fiscal year the amount obtained by multiplying such rates by the percentage change between the Index for June of the fiscal year immediately prior to such immediately preceding fiscal year and the Index for June of such immediately preceding fiscal year.

For Fiscal Year 2014 (which begins July 1, 2013), the firm shall be paid by CRRA based upon the rates at which the firm was paid by CRRA during Fiscal Year 2013; provided, however, that such rates may be modified by the firm in the manner set forth in the immediately preceding paragraph.

2. Ancillary Service Rates

In the Ancillary Services Rates Table on Page 5, the firm must provide the rate at which applicable ancillary services are billed, including, but not limited to:

- Paralegal assistance;
- Computer time; and
- Any other services (excluding telephones) for which SOQ submitter routinely bills.

3. General Provisions Regarding Billing and Expenses

The following provisions apply to all of the firm's billing and expenses related to providing Services pursuant to the Contract Documents.

3.1 "Doing Business" Costs

The following items are considered part of the firm's fixed costs of "doing business" and will not be paid for by CRRA.

- Facsimile transmissions.
- Postage.
- Local telephone calls.
- Word Processing.
- Overtime or extra help.
- Delivery of documents (unless the delay is caused by the CRRA.)
- Training of the firm's personnel.
- Secretarial time (regular and irregular functions including scheduling and rescheduling of depositions, conferences, independent medical examinations, calling the court for hearing dates, etc.).
- Lexis/Westlaw research which would be analogous to the maintenance of a law library, and therefore, part of the firm's general overhead not to be charged to clients.
- Intra-office conferencing and memorandums. These functions are administrative, supervisory, instructional or educational in nature and should not be passed on to CRRA. Except that Consultant can bill just once for an intra-office conference.

3.2 Expenses For Which CRRA Will Not Pay

CRRA will not pay for:

- "File creation."
- Attorney rates for functions normally performed by paralegals, law clerks or secretaries.
- Paralegal rates for clerical or secretarial functions.
- Research exceeding three hours per file without prior CRRA approval.
- Excessive revisions of documents.
- Long distance or out-of-state travel unless expressly authorized by the CRRA.
- Photocopy expenses at more than \$0.10 per page. (CRRA must authorize photocopy costs in excess of \$200 for a single job in advance.)
- Any other staff service charges, such as meals, filing, proofreading, regardless of when incurred.
- Computer time (other than computer legal research specifically authorized in advance by the CRRA).
- Time spent in preparing bills to the CRRA.
- More than one attorney at any deposition, hearing or trial unless authorized by the CRRA.
- Litigation budget preparation and revisions.

- File reviews undertaken when files are transferred within the firm from one attorney to another.
- Messenger and Federal Express delivery unless rush is caused by CRRA or is at CRRA's request and then will be billed by weight at standard Federal Express rates.

3.3 Expenses For Which CRRA Will Pay Actual Costs

CRRA will pay actual costs for the following:

- Photocopying.
- Long-distance telephone billed at direct-line charge rates.
- Extraordinary postage for a singular mailing exceeding a combined cost of \$1.00 per mailing per file.

3.4 Expenses For Which CRRA Will Pay Actual Costs If Authorized In Advance

CRRA will pay actual costs for the following, if authorized in advance:

- Written summarization of expert's reports.
- Legal research that exceeds 3 hours.
- Investigation.
- Computer litigation support services.
- Retention of experts. (Selections and terms of engagement must be pre-approved.)
- Extraordinary travel.

ANCILLARY SERVICE RATES
(Provide Rates Below)

(Use Additional Sheets If Necessary)

Ancillary Service	Rate
	FY 2012 (07/01/11 – 06/30/12)
Paralegal Assistants (Per Hour)	
Copying (Per Page)	
Travel in Firm-Owned Vehicle (Per Mile)	
Any Other Services For Which You Routinely Bill (List Below)	

**REQUEST FOR QUALIFICATIONS
FOR
LEGAL SERVICES**

**SECTION 6
BUSINESS INFORMATION FORM**



BUSINESS INFORMATION FORM

Bidder/Proposer/Statement of Qualifications Submitter (hereinafter collectively referred to as "Consultant") must provide the information requested in the following sections/tables.

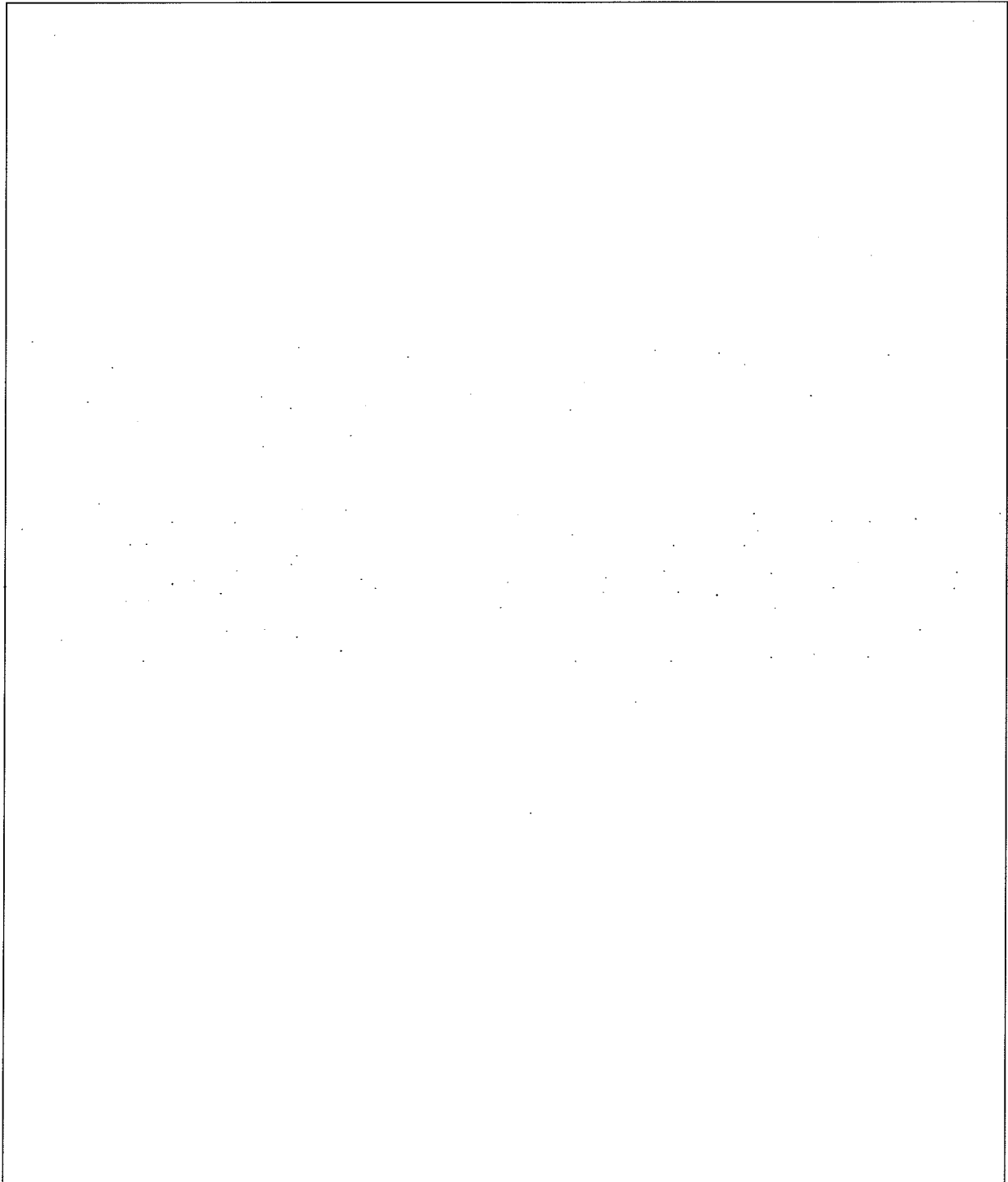
1. CONSULTANT INFORMATION

Name of Entity:					
Central Office/ Headquarters Address:	Address 1:				
	Address 2:				
	City, State, Zip Code:				
Servicing Office Address (if different than Central Office/ Headquarters Address):	Address 1:				
	Address 2:				
	City, State, Zip Code:				
Name of Parent Company (if any):					
Entity's Legal Structure:		<input type="checkbox"/> Corporation	<input type="checkbox"/> Joint Venture		
		<input type="checkbox"/> Partnership	<input type="checkbox"/> Public Entity		
		<input type="checkbox"/> Other			
State in Which Entity is Legally Organized:					
Year Entity Started:		Number of Professional Employees:		Number of Offices:	
Location(s) of Offices (City and State)		# of Attorneys	Location(s) of Offices (City and State)		# of Attorneys
1.			5.		
2.			6.		
3.			7.		
4.			8.		

Brief History of the Entity:	
Overview of Entity's Principal Lines of Work:	

2. KEY STRENGTHS AND QUALIFICATIONS

In the space below, provide a summary of the key strengths and qualifications of the Consultant to serve as legal counsel to CRRA. If the Consultant wishes to be considered for the Bond Counsel Category of Services, also indicate whether or not the Consultant is listed in the Fall 2010 edition of the Bond Buyer's Municipal Marketplace, commonly referred to as the "Red Book."

A large, empty rectangular box with a thin black border, intended for the consultant to provide a summary of their key strengths and qualifications. The box is currently blank.

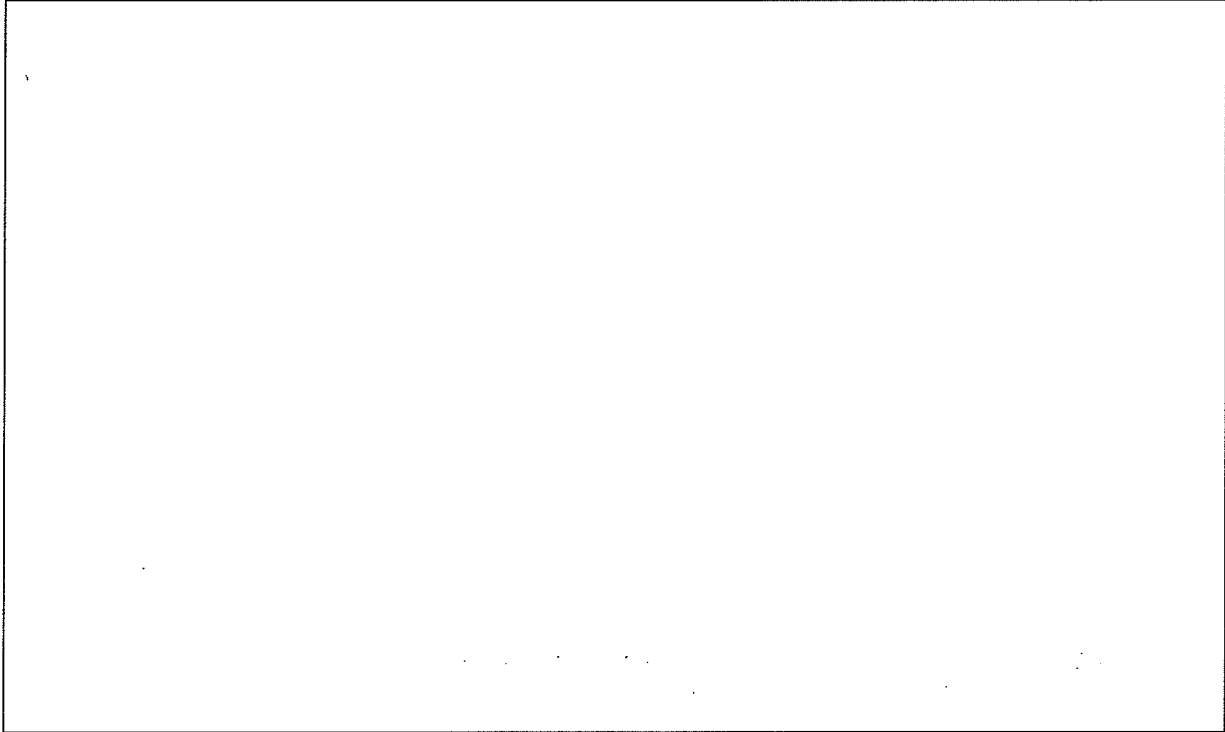
3. Corporate Citizenship Policies

In the spaces below, summarize Consultant's Corporate Citizenship policies in each of the specified areas.

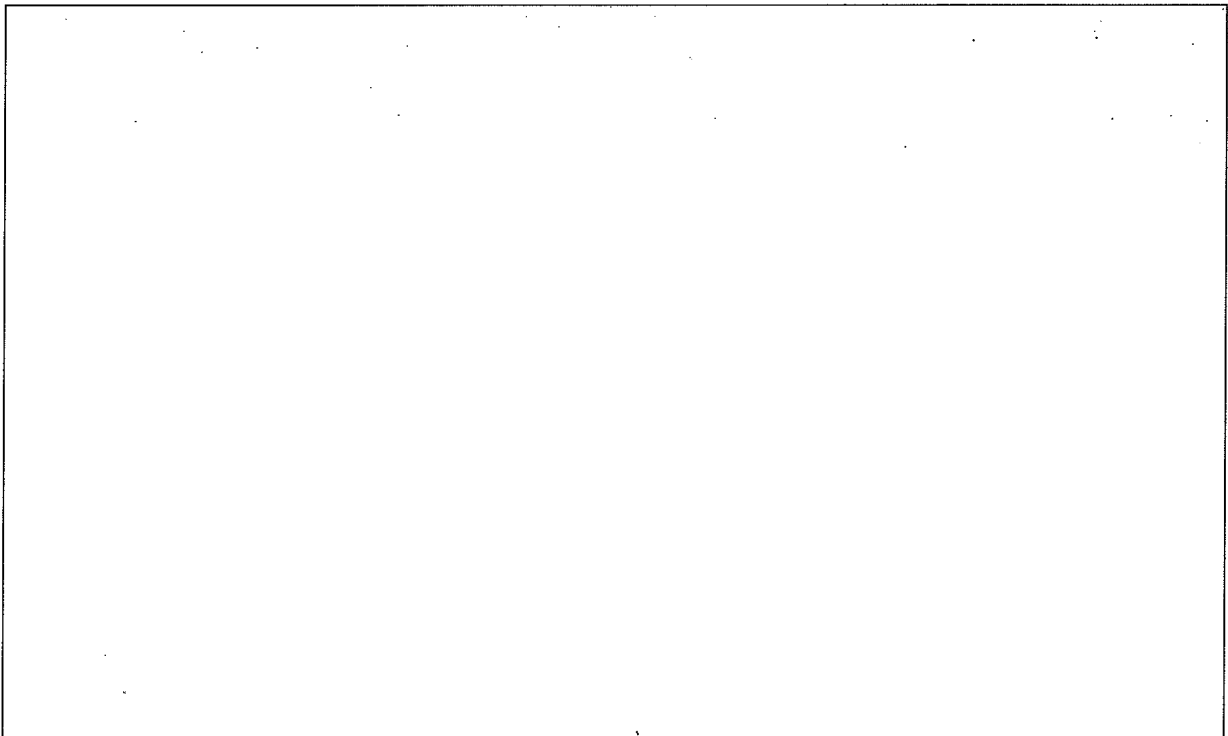
3.1 Charitable Contribution of Money and Time

A large, empty rectangular box with a thin black border, intended for the user to summarize the Consultant's Corporate Citizenship policies regarding charitable contributions of money and time.

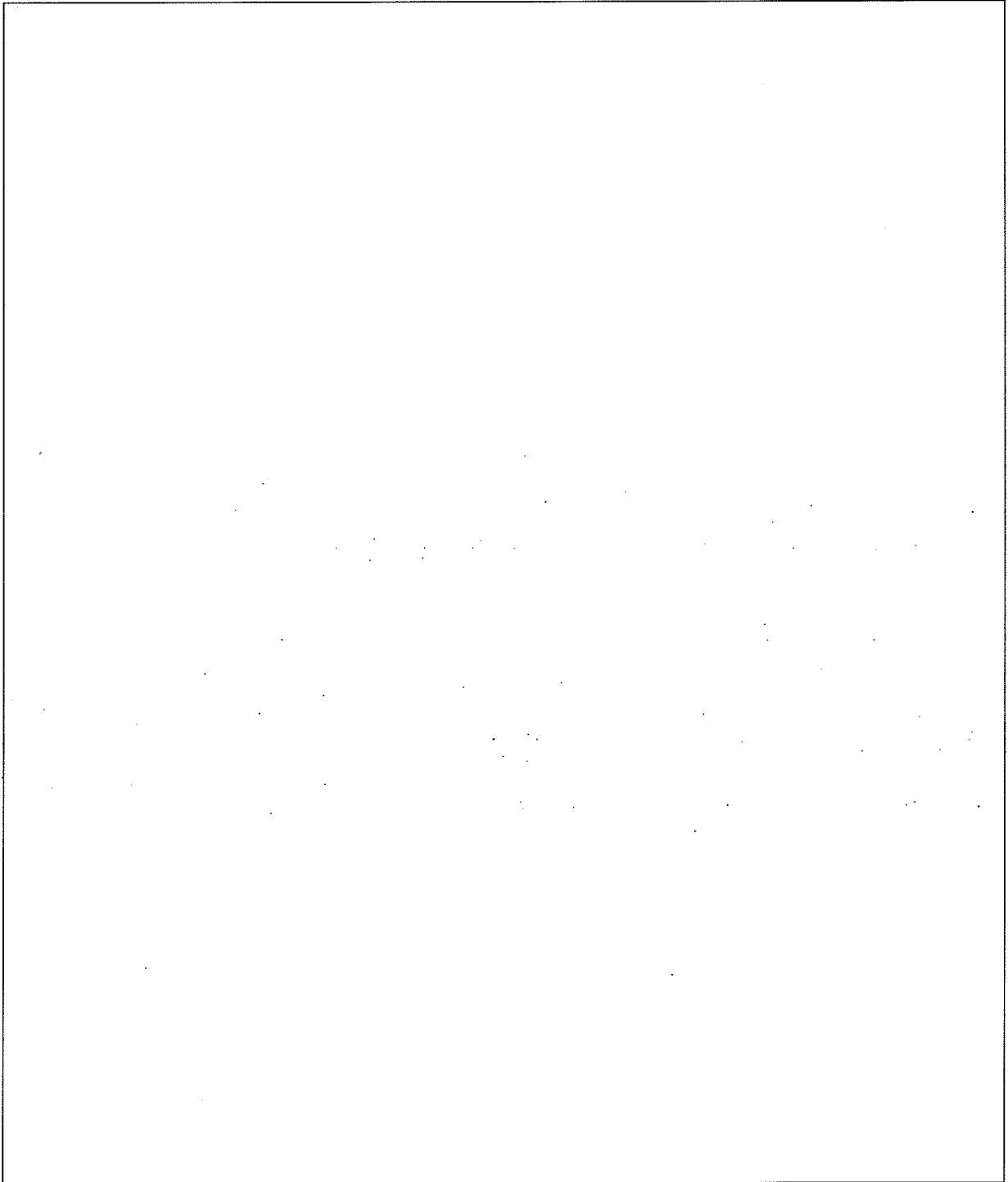
3.2 Local Procurement of Goods and Services

A large, empty rectangular box with a thin black border, intended for the user to provide details regarding the local procurement of goods and services.

3.3 Development of Participation in Internship Programs and Scholarships

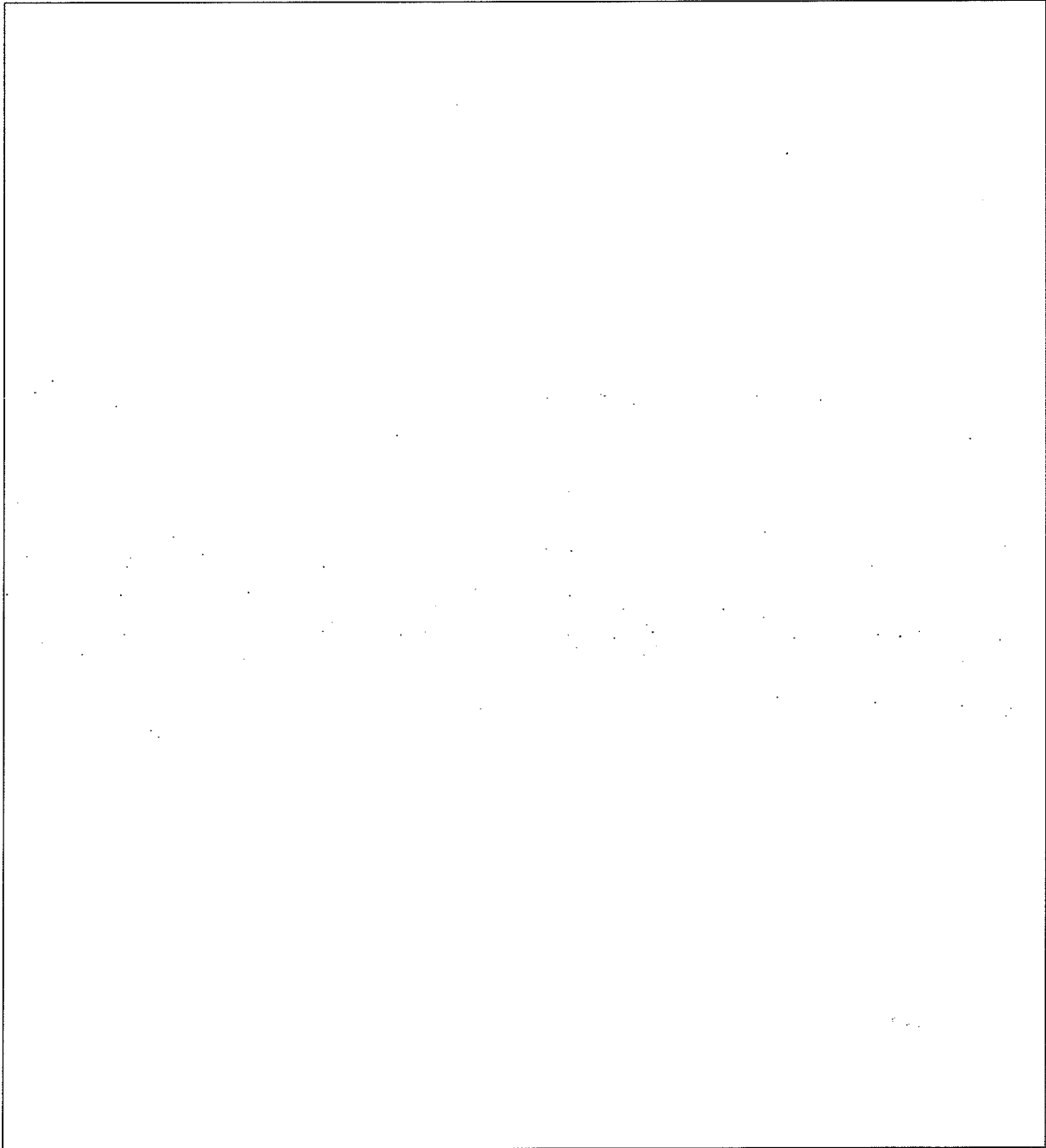
A large, empty rectangular box with a thin black border, intended for the user to provide details regarding the development of participation in internship programs and scholarships.

3.4 *Use of Woman-Owned and Small Business Enterprises*



4. Team Organization

In the space below, describe how Consultant would organize the team of professionals that would work with CRRRA and the Consultant's approach to adequately staffing and completing time-sensitive projects and transactions.

A large, empty rectangular box with a thin black border, intended for the consultant to describe their team organization and staffing approach. The box is currently blank.

5. Cost Control

In the space below, describe the cost control measures Consultant would use to ensure that the agreed-upon budget for negotiated task-specific requests for services would not be exceeded except if unforeseen events significantly increase the cost of representation.

A large, empty rectangular box with a thin black border, intended for the user to describe cost control measures. The box is currently blank.

**REQUEST FOR QUALIFICATIONS
FOR
LEGAL SERVICES**

**SECTION 7
BUSINESS DISCLOSURE FORM**



**BUSINESS DISCLOSURE
FORM**

1. CONFLICTS OF INTEREST

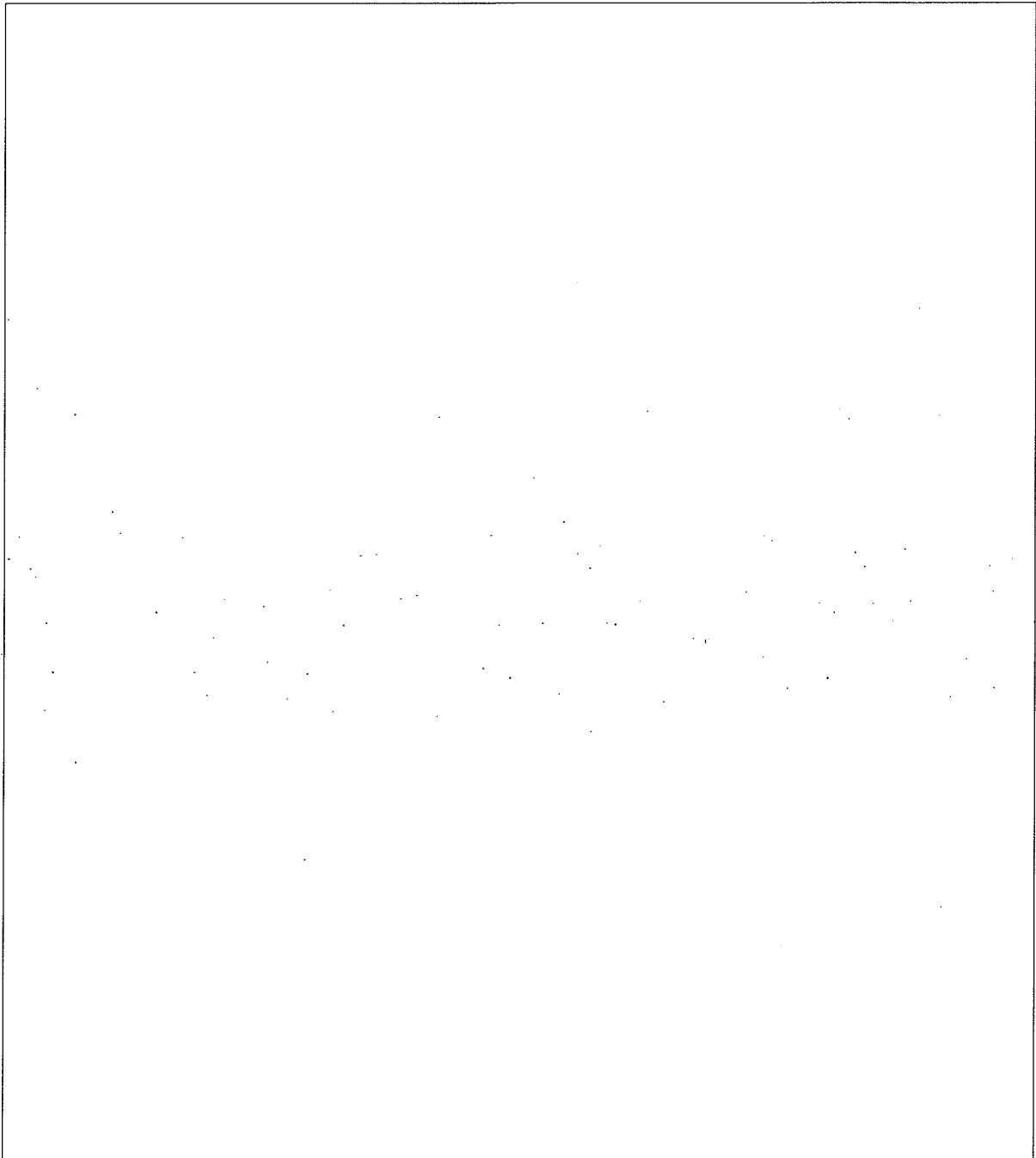
In the space below, disclose any material assignments, relationships or other employment that the SOQ submitter or any employee of the SOQ submitter has with any member of CRRRA's past or present Board of Directors, any CRRRA employee, law firms, governmental entity, or other person or entities that may create a conflict of interest or the appearance of a conflict of interest in serving as legal counsel to CRRRA.

[Attach Additional Pages If Necessary]

2. CONFLICT OF INTEREST MEASURES

In the space below, discuss any measures that the SOQ submitter either has in place or would take to identify, disclose and resolve any possible conflicts of interest.

[Attach Additional Pages If Necessary]

A large, empty rectangular box with a thin black border, intended for the submitter to provide details on conflict of interest measures. The box is currently blank.

3. POSITIONS ADVERSE TO INTERESTS OF CRRA

In the space below, list and explain any positions that the SOQ submitter has argued, in representing other private, municipal or public interest clients, which might be in conflict with or adverse to the interests of CRRA.

[Attach Additional Pages If Necessary]

A large, empty rectangular box with a thin black border, occupying the majority of the page below the instructions. It is intended for the submitter to list and explain any positions that might be in conflict with or adverse to the interests of CRRA.

4. INVESTIGATIONS

In the space below, discuss any pending or recent investigations by the Securities and Exchange Commission, the Internal Revenue Service or any other regulatory body or court (local, state or federal) regarding the conduct of the SOQ submitter the SOQ submitter's management or any individuals assigned to work with the State which might affect SOQ submitter's ability to deliver legal services described in this RFQ. Discuss any such investigation that has occurred during the past two years.

[Attach Additional Pages If Necessary]

A large, empty rectangular box with a thin black border, intended for the respondent to provide details on any pending or recent investigations by the SEC, IRS, or other regulatory bodies, as well as any such investigations that occurred during the past two years.

5. BUSINESS WITH MAJOR CRRA CONTRACTORS

CRRA has made payments of over \$100,000 a year to the organizations named on the CRRA Vendor List on Page 6 of 6 of this Form. If the SOQ submitter has represented any of these organizations (or their subsidiaries or affiliates), in the table below list the name of the organization, the matter(s) on which the SOQ submitter represented the organization and the fees received from the organization in the past three (3) years. Representation of these clients will not necessarily result in disqualification from work with CRRA. The nature and extent of the representation of such clients, appropriate conflict of interest rules and the nature and extent of proposed representation of CRRA will all be considered.

[Attach Additional Pages If Necessary]

Organization	Matter on Which Represented Organization	Fees Received in Past 3 Years