THE CITY OF ST. LOUIS

CITY COUNSELOR'S OFFICE

REQUEST FOR QUALIFICATIONS
FOR
SPECIALIZED FEDERAL AVIATION LEGAL COUNSEL
AT
ST. LOUIS LAMBERT INTERNATIONAL AIRPORT

RFQ INFORMATION

Solicitation: Specialized Federal Aviation Legal Counsel

The City of St. Louis, the owner and operator of St. Louis International Airport ("Airport"), is requesting Statements of Qualifications ("SOQ") for specialized federal aviation legal counsel from law firms to support Airport staff and the work of the City Counselor's Office on behalf of the Airport. [See Attached Request for Qualifications.]

Questions Due: On or before Friday, February 14, 2020

SOQ Due Date: Tuesday, March 10, 2020, 3 PM CST

Contact: Mario A. Pandolfo, Jr.
Attorney Manager, Associate City Counselor
Airport Legal Department
MAPandolfo@flystl.com
January 23, 2020

The City of St. Louis  
Request for Qualifications  
for  
Specialized Federal Aviation Legal Counsel  
at  
St. Louis Lambert International Airport®

The City of St. Louis ("City"), the owner and operator of the St. Louis Lambert International Airport ("Airport"), is seeking Statements of Qualifications ("SOQ") for specialized federal aviation legal counsel from law firms and other interested parties to support Airport staff and the work of the City Counselor’s Office on behalf of the Airport.

The Airport is a medium hub commercial service airport serving the Greater St. Louis Metropolitan Area. While it is owned and operated by the City, the Airport is located 14 miles northwest of downtown St. Louis in unincorporated St. Louis County. It encompasses approximately 2,800 acres of land and includes: four runways, two passenger terminal buildings and related aircraft aprons, two cargo terminal areas, one fixed base operator, one commercial aircraft maintenance operation, a former Missouri Air National Guard base, and a former McDonnell Douglas manufacturing plant, among other facilities. The Airport is the largest and busiest airport in Missouri, currently handling close to 200,000 annual operations and approximately 8 million annual enplanements. Southwest Airlines is the largest air carrier serving the Airport, accounting for approximately 62% of total enplanements. Additional information about the Airport is available at www.flystl.com/about-us.

The scope of specialized federal aviation legal services sought by the City includes the following:

1. provide federal aviation and airport compliance advice and counsel on matters under the jurisdiction of the Department of Transportation and its Federal Aviation Administration, the Department of Homeland Security and its Transportation Security Administration and Customs and Border Protection, and of the Environmental Protection Agency;

2. work with relevant federal regulatory agencies on aviation and airport issues;

3. provide counsel on airport governance matters;
4. provide representation in legal proceedings (judicial or administrative) and litigation support involving aviation or airport matters;

5. draft and negotiate airport use agreements, contracts, leases, policies, and other legal documents; and

6. provide such other legal advice and legal services to the City Counselor, the Director of Airports, or Airport staff as deemed necessary or appropriate.

All legal services will be performed under and in accordance with the direction of the manager of legal services for the Airport, as assigned by the City Counselor.

The SOQ should include, the following information:

a. the name and contact information of the attorney who would be the primary point of contact and would do most of the substantive work on all matters regarding the engagement, if selected;

b. the primary point of contact’s and the firm’s experience related to federal aviation and airport issues in general and in particular in the areas and subject matters listed above in the scope of specialized legal services being sought by the City;

c. the professionals, para-professionals, and staff who would be available to work on behalf of the City, including the resumes of key personnel;

d. the primary point of contact’s and the firm’s ability to take on the engagement immediately;

e. the types of cost that the City may incur in obtaining the firm’s services, including specific hourly rates for all professionals, para-professionals, and staff performing services, minimum billing time, and types of reimbursable expenses that would be chargeable to the City;

f. a description of the extent and limits of professional liability, worker’s compensation and other insurance (e.g., commercial general liability, etc.) that would cover the firm’s performance of services for the City;

g. an indication of whether the firm or any individual attorney within the firm represents or has represented clients with interests that are adverse to the City, or whether the firm or any individual attorney within the firm is engaged in any activities that potentially and foreseeably pose a conflict of interest in the representation of, or association with, the City, including representation of airlines or other tenants or concessionaires at the Airport; please describe the firm’s system in place for identifying and resolving actual or potential conflicts of interest; and

h. any other information that may be relevant or informative, presented concisely.
The SOQ **must also** include a pro-forma agreement proposed to be used for the engagement, which should indicate that representation is subject to termination by the City Counselor at any time, and should include an understanding that there will be no formal guarantee that any particular project will be assigned to the firm.

SOQs must be received by the City **no later than Tuesday, March 10, 2020 at 3 pm central standard time**. Late submittals may not be considered. Five (5) comb bound copies of the SOQ should be sent to:

Mario A. Pandolfo, Jr.
Attorney Manager, Associate City Counselor
St. Louis Lambert International Airport
10701 Lambert International Boulevard
St. Louis, Missouri 63145.

In addition, an electronic copy of the SOQ must be submitted to: MAPandolfo@flystl.com

Questions or inquiries concerning this Request for Qualifications must be submitted by **Friday, February 14, 2020** and emailed to: KASpencer@flystl.com. If a question or inquiry requires a change to this Request for Qualifications, an addendum will be posted on www.flystl.com/business/contract-opportunities and www.stlouis-mo.gov/government/procurement/index.cfm#rfm, no later than Tuesday, February 25, 2020.