



**SOQ 23-030-Providing Various Supplemental Professional Legal Services  
when needed for Jefferson Parish  
Jefferson Parish Government**

Project documents obtained from [www.CentralBidding.com](http://www.CentralBidding.com)

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## **Professional Legal Services Questionnaire Instructions**

- The Professional Legal Services Questionnaire shall be used for outside legal services.
- **The Professional Legal Services Questionnaire should be completely filled out. Complete and attach ALL sections. Insert “N/A” or “None” if a section does not apply or if there is no information to provide.**
- Questionnaire must be signed by an authorized representative of the Firm. Failure to sign the questionnaire shall result in disqualification of proposer pursuant to J.P. Code of Ordinances Sec. 2-928.
- All subcontractors must be listed in the appropriate section of the Questionnaire. Each subcontractor must provide a complete copy of the Professional Legal Services Questionnaire, applicable licenses, and any other information required by the advertisement. Failure to provide the subcontractors' complete questionnaire(s), applicable licenses, and any other information required by the advertisement shall result in disqualification of proposer pursuant to J.P. Code of Ordinances Sec. 2-928.
- If additional pages are needed, attach them to the questionnaire and include all applicable information that is required by the questionnaire.

## Professional Legal Services Questionnaire

### A. Person or Firm Name & Principal Address:

Michael J. Riley, Sr.  
 Michael J. Riley, Sr. Attorney L.L.C.  
 201 St. Charles Avenue, Suite 2500  
 New Orleans, Louisiana 70170  
 Tel: (504)599-5958  
 Cell: (504)799-9817  
 Email: mirilev@mirilevlaw.com

### B. Name, Title, & contact information of Firm Representative, as defined in Section 2-926 of the Jefferson Parish Code of Ordinances, who is licensed to practice law in the State of Louisiana with a minimum of five (5) years' experience:

Michael J. Riley, Sr.  
 Michael J. Riley, Sr. Attorney L.L.C.  
 201 St. Charles Avenue, Suite 2500  
 New Orleans, Louisiana 70170  
 Tel: (504)599-5958  
 Cell: (504)799-9817  
 Email: mjriiley@mjrileylaw.com

### C. Location of the principal:

Michael J. Riley, Sr.  
 Michael J. Riley, Sr. Attorney L.L.C.  
 201 St. Charles Avenue, Suite 2500  
 New Orleans, Louisiana 70170  
 Tel: (504)599-5958  
 Cell: (504)799-9817  
 Email: mjriiley@mjrileylaw.com

### D. Please check the legal field or fields in which Firm is qualified to perform services for Jefferson Parish and include the number of years of experience in that particular field.

<input type="checkbox"/> Bond Services (Years: <u>      </u> ) <input type="checkbox"/> Elections (Years: <u>      </u> ) <input type="checkbox"/> Administrative & Regulatory (Years: <u>      </u> ) <input type="checkbox"/> Antitrust Law (Years: <u>      </u> ) <input type="checkbox"/> Business Law (Years: <u>      </u> ) <input type="checkbox"/> Criminal Justice (Years: <u>      </u> ) <input checked="" type="checkbox"/> Dispute Resolution (Years: <u>10</u> ) <input type="checkbox"/> Environmental, Energy & Resources (Years: <u>      </u> ) <input type="checkbox"/> Health Law (Years: <u>      </u> ) <input type="checkbox"/> Intellectual Property (Years: <u>      </u> ) <input type="checkbox"/> International Law (Years: <u>      </u> ) <input checked="" type="checkbox"/> Labor & Employment Law (Years: <u>15</u> ) <input checked="" type="checkbox"/> Public Contract Law (Years: <u>12</u> )	<input type="checkbox"/> Science & Technology Law (Years: <u>      </u> ) <input checked="" type="checkbox"/> State & Local Government Law (Years: <u>10</u> ) <input type="checkbox"/> Taxation (Years: <u>      </u> ) <input checked="" type="checkbox"/> Tort Trial & Insurance Practices (Years: <u>15</u> ) <input type="checkbox"/> Complex Litigation (including asbestos litigation) (Years: <u>      </u> ) <input type="checkbox"/> Securities (Years: <u>      </u> ) <input type="checkbox"/> Ethics Law (Years: <u>      </u> ) <input type="checkbox"/> Civil Service Matters (Years: <u>      </u> ) <input checked="" type="checkbox"/> Civil Rights & the Constitution (Years: <u>15</u> ) <input checked="" type="checkbox"/> Municipal Representation (including liability & intergovernmental conflicts) (Years: <u>7</u> ) <input type="checkbox"/> Code Enforcement Matters (Years: <u>      </u> )
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## Professional Legal Services Questionnaire

__ Public Utilities Law (Years: ____) __ Communications Law (Years: ____) __ Transportation Law (Years: ____) __ Property (Years: ____) __ Trust & Estate Law (Years: ____) __ Other/specific project as required by the advertisement (Years: <u>12</u> ) <span style="float: right;">FEMA DISASTER ASSISTANCE</span>	__ Oil Spill Litigation (Years: ____) __ Public Finance (Years: ____) __ Land Use, Planning & Zoning Law (Years: ____) X Economic Development (Years: <u>7</u> ) X Construction Law (Years: <u>10</u> )
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**E. List all subcontractors anticipated for this Project. Please note that all subcontractors must submit a fully completed copy of this questionnaire, applicable licenses, and any other information required by the advertisement. See Jefferson Parish Code of Ordinances, Sec. 2-928(a)(3). Please attach additional pages if necessary.**

Name & Address:	Specialty:	Worked with Firm Before (Yes or No):
1. NONE		
2.		
3.		
4.		



## Professional Legal Services Questionnaire

### **F. Professional Training and experience in relation to the type of work required for the outside legal services.**

Attorney-At-Law – Louisiana State Bar

- United States District Court — Eastern District of Louisiana
- United States District Court – Western District of Louisiana
- United States District Court – Middle District of Louisiana
- United States Fifth Circuit Court of Appeals

Federal Emergency Management Agency (FEMA):

- Branch Director
- Operations Division Supervisor
- Public Assistance (PA) Task Force Lead
- Individual Assistance (IA)
- Equal Rights Officer (ERO)

ASSISTANT PARISH ATTORNEY FOR LABOR (May 1982 – Sept. 1985)

Parish of Terrebonne Houma, Louisiana

Retained legal representative for labor law in the Parish of Terrebonne. Worked closely with Parish Government regarding the development, administration, and evaluation of Small and Disadvantaged Business Enterprises opportunities, Equal Employment Opportunity (EEO), Civil Rights, and Affirmative Action policies, goals and objectives; this includes pro-active strategies on EEO issues, as well as guidance on reasonable accommodation of employees and non-employees with disabilities. Engaged in counseling of management and other employees on their rights and responsibilities under the Parish's discrimination complaint processing system. Litigation defense of the Parish on complaints related to all aspects of Labor Law, including Small and Disadvantaged Business Enterprises, EEO, Civil Rights, and Affirmative Action.

ASSISTANCE CITY ATTORNEY (1985 – 87)

City of New Orleans New Orleans, Louisiana

Part-time employment. Responsible for the administration and authorization payment for small claims (\$5000 or less) made against the City of New Orleans. Duties also include the prosecution of municipal offenses.

EQUAL OPPORTUNITY SPECIALIST (1981 – 82)

Tennessee Valley Authority Knoxville, Tennessee

Engage in counseling of management and other employees on their rights and responsibilities under the agency's discrimination complaint processing system. Perform complaint investigations to include fact findings and in-depth analysis with settlement initiation and conclusions. Extensive traveling: Tennessee, Kentucky, Alabama.

ADMINISTRATIVE AIDE (1973 – 77) Councilman A.L. Davis, Jr., dec. New Orleans, Louisiana Supervisor: A. L. Davis, Jr. dec.

### **G. Size of Firm and capacity for timely completion of newly assigned work considering the number of professional and support personnel required to perform the type of outside legal services tasks and the Firm's current unfinished workload.**

Solo Practitioner. Work related to practice of law and work as demonstrated by work with the Federal Emergency Management Agency (FMEA).

## Professional Legal Services Questionnaire

i. Please specify the total number of support staff that may assist in the completion of a matter for each area of the law selected above: 3

ii. List any attorneys that may assist in the completion of a matter for each area of the law selected above. If necessary, please attach additional documentation that demonstrates the employment history and experience of the Firm's attorneys that may assist in the completion of this Project (i.e. resume). Please attach additional pages if necessary.

Name:	Legal Field:	Years of Experience in Legal Field:
1. N/A		
2.		
3.		
4.		
5.		



## Professional Legal Services Questionnaire

### **H. Past performance by person or Firm on Parish contracts. Please attach additional pages if necessary.**

ASSISTANT PARISH ATTORNEY FOR LABOR (May 1982 – Sept. 1985)

Parish of Terrebonne Houma, Louisiana

Retained legal representative for labor law in the Parish of Terrebonne. Worked closely with Parish Government regarding the development, administration, and evaluation of Small and Disadvantaged Business Enterprises opportunities, Equal Employment Opportunity (EEO), Civil Rights, and Affirmative Action policies, goals and objectives; this includes pro-active strategies on EEO issues, as well as guidance on reasonable accommodation of employees and non-employees with disabilities. Engaged in counseling of management and other employees on their rights and responsibilities under the Parish's discrimination complaint processing system. Litigation defense of the Parish on complaints related to all aspects of Labor Law, including Small and Disadvantaged Business Enterprises, EEO, Civil Rights, and Affirmative Action.

ASSISTANCE CITY ATTORNEY (1985 – 87)

City of New Orleans New Orleans, Louisiana

Part-time employment. Responsible for the administration and authorization payment for small claims (\$5000 or less) made against the City of New Orleans. Duties also include the prosecution of municipal offenses.

- I. Adversarial legal proceedings between the Parish and the person or Firm performing professional services, in which the Parish prevailed, and excluding those instances or cases where the person or Firm was added as an indispensable party, or where the person or Firm participated in or assisted the public entity in prosecution of its claim. In the event that the person or Firm fails to provide accurate and detailed information regarding legal proceedings with the Parish, including the absence of legal proceedings, the person or firm shall be deemed unresponsive with regard to this category, and zero (0) points shall be awarded. Please attach additional pages if necessary.**

N/A



## Professional Legal Services Questionnaire

**J. Prior successful completion of projects of the type and nature of legal services, as defined, for which Firm has provided verifiable references. (List no more than 10 projects.)**

1. N/A outside of work performed as a FEMA employee since Hurricane Katrina, which is listed below.

2. OPERATIONS, RESERVIST- DIVISION SUPERVISOR (Dec. 2018 – July 29, 2021) Federal Emergency Management Agency Headquarters Reservist, Washington, D.C.

Principal Unified Command Group (UCG) representative, in the division; with local level State, Local, Tribal and/or Territorial (SLTT) representatives. Primary role is to ensure that efficient, effective communication and coordination between the Federal and SLTT government at the lowest level of the incident on behalf of the incident management organization. Ensures that all actions are consistent with and support the incident objectives and the working assignments identified in the Incident Action Plan (IAP) for each Operational Period; and clear any proposed deviation to IAP and/or incident objective.

3. OPERATION BRANCH DIRECTOR (Dec. 2019–Feb.2020) DR4394 -- NC (Wilmington) Federal Emergency Management Agency Headquarters Reservist, Washington, D.C.

Principal Unified Command Group (UCG) representative, in the division; with local level State, Local, Tribal and/or Territorial (SLTT) representatives. Primary role is to ensure that efficient, effective communication and coordination between the Federal and SLTT government at the lowest level of the incident on behalf of the incident management organization. Ensures that all actions are consistent with and support the incident objectives and the working assignments identified in the Incident Action Plan (IAP) for each Operational Period; and clear any proposed deviation to IAP and/or incident objective.

4. OPERATIONS SECTION, DIVISION SUPERVISOR ( August 2019 — September 2019 ) EM3419-LA (New Orleans). Federal Emergency Management Agency Headquarters Reservist, Washington, D.C.

Liaison Officer active response event to closeout in a politically challenging county environment. Closeout evaluation of Southeastern Parish of Louisiana west to St. Mary Parish south of I- 10. Principal Unified Command Group (UCG) representative, in the division; with local level State, Local, Tribal and/or Territorial (SLTT) representatives. Primary role is to ensure that efficient, effective communication and coordination between the Federal and SLTT government at the lowest level of the incident on behalf of the incident management organization

5. OPERATIONS SECTION, DIVISION SUPERVISOR (October 2018 — November 2018 ) DR4399-FL (Blountstown). Federal Emergency Management Agency Headquarters Reservist, Washington, D.C.

Principal Unified Command Group (UCG) representative, in the division; with local level State, Local, Tribal and/or Territorial (SLTT) representatives. Primary role is to ensure that efficient, effective communication and coordination between the Federal and SLTT government at the lowest level of the incident on behalf of the incident management organization. Ensures that all actions are consistent with and support the incident objectives and the working assignments identified in the Incident Action Plan (IAP) for each Operational Period; and clear any proposed deviation to IAP and/or incident objective.



## Professional Legal Services Questionnaire

6. OPERATIONS, RESERVIST- DIVISION SUPERVISOR (Dec. 2018 – July 29, 2021) Federal Emergency Management Agency Headquarters Reservist, Washington, D.C.

Principal Unified Command Group (UCG) representative, in the division; with local level State, Local, Tribal and/or Territorial (SLTT) representatives. Primary role is to ensure that efficient, effective communication and coordination between the Federal and SLTT government at the lowest level of the incident on behalf of the incident management organization. Ensures that all actions are consistent with and support the incident objectives and the working assignments identified in the Incident Action Plan (IAP) for each Operational Period; and clear any proposed deviation to IAP and/or incident objective.

7. OPERATIONS SECTION, DIVISION SUPERVISOR (April 2018 — Sept 2018) DR4339-PR (Puerto Rico) Federal Emergency Management Agency Headquarters Reservist, Washington, D.C.

Principal Unified Command Group (UCG) representative, in the division; with local level State, Local, Tribal and/or Territorial (SLTT) representatives. Primary role is to ensure that efficient, effective communication and coordination between the Federal and Slum government at the lowest level of the incident on behalf of the incident management organization. Ensures that all actions are consistent with and support the incident objectives and the working assignments identified in the Incident Action Plan (IAP) for each Operational Period: and clear any proposed deviation to IAP and/or incident objective.

8. PUBLIC ASSISTANCE, PROGRAM DELIVERY TASK FORCE LEAD (SEPT. 2017 Jan 2018). DR4332-TX (Houston TX) Federal Emergency Management Agency Headquarters Reservist, Washington, D.C.

Working as Public Assistance Task Force Leader to a team of seven (7) Program Delivery Managers to provides reimbursement grants to State, Local and Tribal governments; and private non-profits to rebuild public infrastructure such as municipal building, roads, bridges, schools, hospitals, after Hurricane Harvey disaster. Primary service to the Applicants Harris County, Texas (the 3rd largest County in the United States) and Harris County Flood Control District; both of which included the City of Houston Texas. Grant reimbursement to these two (2) Applicants exceeded Four Billion Dollars.

9. PUBLIC ASSISTANCE, PROJECT SPECIALIST –FEMA–  
–(March 2016 — August 11, 2017)–Carson City, Nevada Disaster 4303/4307  
–(August 2016 -- December 13, 20116)–Baton Rouge, Louisiana Disaster 4263  
–(January 2016 – May 12, 2016)–Little Rock, Arkansas Disaster 4254/4254P

Worked as a Project Specialist, within the disaster footprint, to provide assistance to counties (Parishes) designated for Public Assistance. This included attending Kickoff Meetings and site inspections for verification and cost estimates. Evaluation and assessments of all Categories of Public Assistance. This included impute requirements of the EIIVIIIE system for documentation of losses and eligibility.

10. EQUAL RIGHTS OFFICER (DAE)– FEMA–  
– (SEPTEMBER 2007 – FEBRUARY 2008) – Lacey, Washington Disaster 1671  
– (FEBRUARY 2008 – MARCH 2009) – Harahan Louisiana Disaster 1685

Worked under the supervision of two Level 3, Equal Rights Officer in the development, administration, and evaluation of Equal Employment Opportunity (EEO), Civil Rights and Affirmative Action, policies, goals, and objectives. Investigation and resolution of EEO issues, as well as guidance on reasonable accommodation of employees and non-employees with disabilities. Engage in counseling of management and other employees on their rights and responsibilities under the agency's discrimination complaint processing system. Perform complaint inquiry to include fact finding and in-dept analysis with the goal of recommending or negotiating resolution at the lowest possible level. Equal Rights, Diversity, and Sexual Harassment class instructor for management and employee. Timely completion of all paperwork required for the processing of EEO complaints. When possible engage in alternative dispute resolution.

## Professional Legal Services Questionnaire

**K. Use this space to provide any additional information or description of resources supporting Firm's qualifications for the proposed project.**

EQUAL RIGHTS OFFICER (LOCAL-HIRE)


(January 2006 – September 2007)

Federal Emergency Management Agency New Orleans, La. 70115

Katrina Disaster 1609

Work closely with Deputy Federal Coordinating Officer(s), Katrina Disaster Recovery, regarding the development, administration, and evaluation of Equal Employment Opportunity (EEO), Civil Rights and Affirmative Action, policies, goals, and objectives; this includes pro-active strategies in the procurement of Small and Disadvantage Business Enterprises in the delivery of disaster services. Investigation and resolution of EEO issues, as well as guidance on reasonable accommodation of employees and non-employees with disabilities. Engage in counseling of management and other employees on their rights and responsibilities under the agency's discrimination complaint processing system. Perform complaint inquiry to include fact finding and in-dept analysis with the goal of recommending or negotiating resolution at the lowest possible level. Equal Rights, Diversity, and Sexual Harassment class instructor for management and employee. Timely completion of all paperwork required for the processing of EEO complaints. When possible, engage in alternative dispute resolution.

**L. To the best of my knowledge, the foregoing is an accurate statement of facts.**

Signature:  Print Name: Michael J. Riley, Sr.

Title: Attorney

Date: November 1, 2023