

## **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:

The Rapier Law Firm  
1107 Williams Blvd  
Kenner, LA 70062

### 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:

Edward S. Rapier, Jr.  
see attached resume

### C. Location of the principal:

The Rapier Law Firm  
1107 Williams Blvd  
Kenner, LA 70062

### 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"/> Science & Technology Law (Years: <u>      </u> )
<input checked="" type="checkbox"/> Elections (Years: <u>  9  </u> )	<input checked="" type="checkbox"/> State & Local Government Law (Years: <u>  10  </u> )
<input checked="" type="checkbox"/> Administrative & Regulatory (Years: <u>  15  </u> )	<input type="checkbox"/> Taxation (Years: <u>      </u> )
<input type="checkbox"/> Antitrust Law (Years: <u>      </u> )	<input checked="" type="checkbox"/> Tort Trial & Insurance Practices (Years: <u>  35  </u> )
<input checked="" type="checkbox"/> Business Law (Years: <u>  30  </u> )	<input type="checkbox"/> Complex Litigation (including asbestos litigation) (Years: <u>      </u> )
<input type="checkbox"/> Criminal Justice (Years: <u>      </u> )	<input type="checkbox"/> Securities (Years: <u>      </u> )
<input checked="" type="checkbox"/> Dispute Resolution (Years: <u>  30  </u> )	<input checked="" type="checkbox"/> Ethics Law (Years: <u>  10  </u> )
<input checked="" type="checkbox"/> Environmental, Energy & Resources (Years: <u>  15  </u> )	<input checked="" type="checkbox"/> Civil Service Matters (Years: <u>  10  </u> )
<input type="checkbox"/> Health Law (Years: <u>      </u> )	<input type="checkbox"/> Civil Rights & the Constitution (Years: <u>      </u> )
<input type="checkbox"/> Intellectual Property (Years: <u>      </u> )	<input checked="" type="checkbox"/> Municipal Representation (including liability & intergovernmental conflicts) (Years: <u>  10  </u> )
<input type="checkbox"/> International Law (Years: <u>      </u> )	<input checked="" type="checkbox"/> Code Enforcement Matters (Years: <u>  10  </u> )
<input checked="" type="checkbox"/> Labor & Employment Law (Years: <u>  30  </u> )	
<input checked="" type="checkbox"/> Public Contract Law (Years: <u>  20  </u> )	

## Professional Legal Services Questionnaire

__ Public Utilities Law (Years: _____) __ Communications Law (Years: _____) __ Transportation Law (Years: _____) x Property (Years: 20 ) x Trust & Estate Law (Years: 20 ) __ Other/specific project as required by the advertisement (Years: _____)	__ Oil Spill Litigation (Years: _____) __ Public Finance (Years: _____) x Land Use, Planning & Zoning Law (Years: 10 ) __ Economic Development (Years: _____) x Construction Law (Years: 15 )
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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.**

See attached resume. In addition, I participate in a minimum of 12 hours of continuing legal education each year on various legal topics.

**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.**

The Firm has sufficient support staff to be able to timely complete assignments.

## Professional Legal Services Questionnaire

<b>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: <u>1</u></b>		
<b>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.</b>		
Name:	Legal Field:	Years of Experience in Legal Field:
1. Edward S. Rapier, Jr.	All of the fields that the Firm has indicated an ability to provide services	37
2.		
3.		
4.		
5.		

## Professional Legal Services Questionnaire

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

See attached Resume

- 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.**

JOSEPH PARKER vs. JEFFERSON PARISH AND TRANSDEV SERVICES, INC.  
24th JUDICIAL DISTRICT COURT FOR THE PARISH OF JEFFERSON  
Case No 850-150

Case currently pending. The Firm represents the plaintiff in this matter.

## 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. Edward S. Rapier, Jr. was the Deputy Parish Attorney for Jefferson Parish from July 2012 until January 2016 and successfully managed many different projects for the Parish. He supervised the contract section of the Parish Attorney's Office. He oversaw the West Jefferson Hospital Lease transaction, he managed various Fire and Municipal Civil Services issues, to name a few.
2. From June of 2016 to July of 2021, Edward S. Rapier, Jr. was employed by the City of Kenner in various positions from Assistant City Attorney to City Attorney. As such he was responsible for providing legal advice to the Mayor, City Council and all of the departments, boards, and commissions of the Kenner City Government. Major areas of practice include transactional work, human resource issues, risk management issues, property issues, fire civil service, municipal civil service, environmental compliance, intergovernmental relations, litigation, and others. As the City Attorney, he an office of five lawyers and three para-professionals. with a budget of \$1,000,000.
- 3.
- 4.
- 5.

## **Professional Legal Services Questionnaire**

6.

7.

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9.

10.



**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.**

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

**Signature:** \_\_\_\_\_ **Print Name:** Edward S. Rapier, Jr. \_\_\_\_\_

**Title:** Member/Manager \_\_\_\_\_ **Date:** \_\_\_\_\_

**EDWARD S. RAPIER, JR.**

1107 Williams Blvd  
Kenner, Louisiana 70062  
(504) 458-2599  
Email: erapier@rapierlaw.com

**EDUCATION**

**Law School:** Tulane Law School  
Tulane University, New Orleans, Louisiana  
Juris Doctor, May 1986

Cumberland School of Law  
Samford University, Birmingham, Alabama  
August 1983 to May 1984

**Undergraduate:** University of New Orleans  
New Orleans, Louisiana  
Bachelor of Arts, July 1982

**WORK EXPERIENCE**

**The Rapier Law Firm, LLC**  
1107 Williams Blvd  
Kenner, LA  
July 21, 2021 to the present

After leaving the City of Kenner, I re-established my private practice focusing on commercial transactions, contract drafting and implementation, commercial litigation, corporate acquisitions, employment disputes, insurance coverage issues, governmental and administrative law, plaintiff personal injury cases, real estate law, and wills and successions.

**Deputy City Attorney**  
City of Kenner  
1801 Williams Blvd  
Kenner, LA  
May 3, 2021 to July 21, 2021

The City Attorney's Office is responsible for providing legal advice to the Mayor, City Council and all of the departments, and boards and commissions of the Kenner City Government.

**City Attorney**  
City of Kenner  
1801 Williams Blvd  
Kenner, LA  
August 14, 2019 to May 3, 2021

The City Attorney's Office is responsible for providing legal advice to the Mayor, City Council and all of the departments, boards, and commissions of the Kenner City Government. Major areas of practice include transactional work, human resource issues, risk management issues, property issues, fire civil service, municipal civil service, environmental compliance, intergovernmental relations, litigation, and others. Managed an office of five lawyers and three para-professionals. with a budget of \$1,000,000.

**Deputy City Attorney**

City of Kenner  
1801 Williams Blvd  
Kenner, LA  
June 3, 2016 to August 14, 2019

The City Attorney's Office is responsible for providing legal advice to the Mayor, City Council and all of the departments, and boards and commissions of the Kenner City Government.

**Deputy Parish Attorney**

Jefferson Parish  
200 Derbigny St  
Gretna, LA  
July 16, 2012 to January 6, 2016

One of two Deputy Parish Attorneys who reported directly to the Parish Attorney. The Parish Attorney's Office is responsible for providing broad range legal advice to the Parish President, Parish Council and all the departments, boards, and commissions of the Jefferson Parish Government. At that time, the Parish Attorney's Office consists of 25 attorneys and a support staff of 25 para-professionals. I was responsible for all transactional work, human resource issues, risk management issues, property issues, fire civil service, environmental compliance and special projects. I coordinated and supervised the negotiation of the long term lease and CEA between Jefferson Parish Hospital Service District No 1 and LCMC for the West Jefferson Medical Center, a deal valued at more than \$550 million.

**Law Office of Edward S. Rapier, Jr.**

7039 Hwy 190 E Service Rd.  
Covington, LA  
October 1, 2001 to July 13, 2012

My practice was a general civil practice. The types of matters handled included commercial transactions, contract drafting and implementation, construction law, commercial litigation, corporate acquisitions, employment disputes, insurance coverage issues, OSHA and environmental compliance, EEOC litigation, risk management consulting, governmental and administrative law, special taxing district litigation and fire and police civil service matters.

**General Counsel**

Rectec, LLC  
PO Box 998  
Hammond, LA. 70404  
November 1, 2003 to July 13, 2012

Rectec, LLC was a scrap metal processor with locations in Louisiana and Alabama. Additionally, Rectec provided scrap metal processing services to scrap metal processors throughout the United States. My duties included general corporate law; employment law; contract preparation, review, and implementation; OSHA and environmental compliance; drafting safety programs; preparing draft environmental permits; performing safety and environmental audits; safety training; designing solutions to safety and/or environmental problems; providing safety and environmental regulatory guidance; and risk management.

**General Counsel**

James W. Arledge & Associates,  
L.L.C.  
JWA Industrial Services, L.L.C.  
SCAT Recycling, L.L.C.  
PO Box 998  
Hammond, LA. 70404  
October 1, 2001 to July 13, 2012

James W. Arledge & Associates, LLC, SCAT Recycling, LLC, and JWA Industrial Services, LLC were privately held companies whose business activities were assumed by Rectec, LLC in 2003.

**Associate**

Gardner & Kewley, A.P.L.C.  
1615 Metairie Rd.  
Metairie, LA 70005  
November 1, 2000 to September  
30, 2001

My practice was a general civil practice with an emphasis on commercial and litigation issues. The types of matters handled include commercial transactions, construction law, commercial torts, corporate acquisitions, employment disputes, insurance coverage, OSHA and environmental compliance, OSHA and environmental litigation, and superfund litigation.

**General Counsel**

James W. Arledge & Associates,  
L.L.C.  
P.O. Box 998  
Hammond, LA 70404  
August 1, 1998 to October 30,  
2000

This firm was a full service safety and environmental consulting firm whose clientele were in the scrap metal industry. My duties included drafting contracts, safety programs, preparing draft environmental permits, performing safety and environmental audits, safety training, designing solutions to safety and/or environmental problems, and providing safety and environmental regulatory guidance.

**Special Counsel**

Sessions & Fishman  
201 St. Charles Avenue  
Suite 3500  
New Orleans, LA 70170-3500  
November 1, 1996 to August 1,  
1998

General civil practice. My practice was focused on commercial litigation with an emphasis on toxic tort, mass joinder, and superfund litigation, corporate compliance with OSHA and environmental laws and regulations. A sample of some of the cases handled include the defense of a 6000 plus plaintiff mass joinder toxic tort, the successful defense of a \$2.09 million dollar OSHA citation, and several superfund cases with potential contribution liability for my clients in excess of \$1 million dollars.

**Associate General Counsel**

Southern Holdings, Inc.  
4801 Florida Avenue  
New Orleans, LA 70117  
August 4, 1989 to October 31,  
1996

Provided a broad range of legal services to one of the largest Louisiana domestic corporations. Southern Holdings, Inc. was a holding company whose primary focus was the recycling industry (Southern Scrap Material Co., L.L.C.). Southern Holdings, Inc. wholly owned or had the controlling interest in over 20 metal recycling centers, and other diversified interests. Areas of primary responsibility included transactional work; mergers and acquisitions; human resource and employment issues; OSHA and

environmental compliance; superfund litigation; litigation management; and worker's compensation case management. Other areas involved general corporate law, real estate closings and research, and legislative monitoring and lobbying.

**Law Office of Edward S. Rapier, Jr** General civil practice.  
624 FNBC Building  
New Orleans, LA 70112  
August 18, 1988 to August 4,  
1989

**Associate** General civil practice. Responsible for all aspects of case  
Law Office of Ronald J. Harris preparation, from client interview to court appearance. The  
708-10 E. Boston Street primary areas of practice included bankruptcy, family and  
Covington, LA personal injury law.  
October 1, 1987 to August 18,  
1988

**Associate** Responsible for all aspects of case preparation, including  
Murray Law Firm client interviews, discovery and motion practice. The  
650 Poydras Street primary area of practice was plaintiff personal injury with  
Suite 1450 an emphasis on maritime related cases.  
New Orleans, LA  
May 18, 1986 to September 30,  
1987

## **PUBLICATIONS**

*The Federal Sentencing Guidelines for Organizations and How They Affect a Civil Practice.* 46  
Louisiana Bar Journal 20, June 1998.

## **CIVIC ACTIVITIES and HONORS**

Deacon in the Catholic Church – ordained June 2018.  
Assistant Bar Examiner Louisiana Supreme Court Committee on Bar Admissions 1996 to 2020.  
2013 recipient of the Silver Beaver Award, Istrouma Area Council, Boy Scouts of America.  
2012 recipient District Award of Merit, Bogue Tuchen District, Istrouma Area Council, Boy  
Scouts of America.  
2012 recipient Unit Leader Award of Merit, Bogue Tuchen District, Istrouma Area Council,  
Boy Scouts of America.  
2008 recipient of the Order of St. Louis, Archdiocese of New Orleans.  
Judge Mayor's Court Covington *ad hoc* 2006-2010.

Resume

Edward S. Rapier, Jr.

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St. Paul's Young Lawyers Coordinator 2003 to 2009.

Past Board Member PRIDE of St. Tammany, Inc., d/b/a Amplify Youth and Community Resources.

Past member Board of Directors CrimeStoppers, Inc.

Eagle Scout, Boy Scouts of America.

**Statement of Qualifications**

**AFFIDAVIT**

**STATE OF** LOUISIANA

**PARISH/COUNTY OF** JEFFERSON

BEFORE ME, the undersigned authority, personally came and appeared: \_\_\_\_\_  
Edward S. Rapier, Jr \_\_\_\_\_, (Affiant) who after being by me duly sworn, deposed and said that  
he/she is the fully authorized Member/Manager of The Rapier Law Firm, LLC (Entity),  
the party who submitted a Statement of Qualifications (SOQ) to SOQ 24-16-Provide Various  
Professional Legal Services for Jefferson Parish (Briefly describe the services the SOQ  
will cover), to the Parish of Jefferson.

Affiant further said:

Campaign Contribution Disclosures

**(Choose A or B, if option A is indicated please include the required attachment):**

**Choice A** \_\_\_\_\_ Attached hereto is a list of all campaign contributions, including the date and amount of each contribution, made to current or former elected officials of the Parish of Jefferson by Entity, Affiant, and/or officers, directors and owners, including employees, owning 25% or more of the Entity during the two-year period immediately preceding the date of this affidavit or the current term of the elected official, whichever is greater. Further, Entity, Affiant, and/or Entity Owners have not made any contributions to or in support of current or former members of the Jefferson Parish Council or the Jefferson Parish President through or in the name of another person or legal entity, either directly or indirectly.

**Choice B** XX there are **NO** campaign contributions made which would require disclosure under Choice A of this section.

Affiant further said:

Debt Disclosures

**(Choose A or B, if option A is indicated please include the required attachment):**

**Choice A** \_\_\_\_\_ Attached hereto is a list of all debts owed by the affiant to any elected or appointed official of the Parish of Jefferson, and any and all debts owed by any elected or appointed official of the Parish to the Affiant.

**Choice B** XX \_\_\_\_\_ There are **NO** debts which would require disclosure under Choice A of this section.

Affiant further said:

Solicitation of Campaign Contribution Disclosures

**(Choose A or B, if option A is indicated please include the required attachment):**

**Choice A** \_\_\_\_\_ Attached hereto is a list of all elected officials of the Parish of Jefferson, whether still holding office at the time of the affidavit or not, where the elected official, individually, either by **telephone or by personal contact**, solicited a campaign contribution or other monetary consideration from the Entity, including the Entity's officers, directors and owners, and employees owning twenty-five percent (25%) or more of the Entity, during the two-year period immediately preceding the date the affidavit is signed. Further, to the extent known to the Affiant, the date of any such solicitation is included on the attached list.

**Choice B** XX \_\_\_\_\_ there are **NO** solicitations for campaign contributions which would require disclosure under Choice A of this section.



Affiant further said:

Subcontractor Disclosures

**(Choose A or B, if option A is indicated please include the required attachment):**

**Choice A** \_\_\_\_\_ Affiant further said that attached is a listing of all subcontractors, excluding full time employees, who may assist in providing professional services for the aforementioned SOQ.

**Choice B** XX \_\_\_\_\_ There are **NO** subcontractors which would require disclosure under Choice A of this section.

Affiant further said:

That Affiant has employed no person, corporation, firm, association, or other organization, either directly or indirectly, to secure the public contract under which he received payment, other than persons regularly employed by the Affiant whose services in connection with the construction, alteration or demolition of the public building or project or in securing the public contract were in the regular course of their duties for Affiant; and

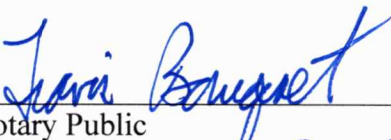
*[The remainder of this page is intentionally left blank.]*

That no part of the contract price received by Affiant was paid or will be paid to any person, corporation, firm, association, or other organization for soliciting the contract, other than the payment of their normal compensation to persons regularly employed by the Affiant whose services in connection with the construction, alteration or demolition of the public building or project were in the regular course of their duties for Affiant.

  
Signature of Affiant

Edward S Rapier, Jr.  
Printed Name of Affiant

SWORN AND SUBSCRIBED TO BEFORE ME  
ON THE 6 DAY OF June, 2024.

  
Notary Public

  
Printed Name of Notary **TRAVIS BOUSQUET**  
**Notary Public**  
**Notary ID No. 158214**  
**Jefferson Parish, Louisiana**  
**My Commission is for Life**

Notary/Bar Roll Number

My commission expires