



CENTRALBIDDING
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SOQ 24-16-Provide Various Professional Legal Services for Jefferson Parish

Jefferson Parish Government

Project documents obtained from 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:

Mentz | Simmons Law Group, L.L.C.
3700 Orleans Ave., Ste. 105
New Orleans, LA 70119

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:

Scott R. Simmons
Mentz | Simmons Law Group, L.L.C.
3700 Orleans Ave., Ste. 105
New Orleans, LA 70119
Tel. 504-766-6786
Email: scott@mentzsimmsonslaw.com

C. Location of the principal:

Scott R. Simmons
3700 Orleans Ave., Ste. 105
New Orleans, LA 70119

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

Professional Legal Services Questionnaire

<input type="checkbox"/> Public Utilities Law (Years: _____) <input type="checkbox"/> Communications Law (Years: _____) <input type="checkbox"/> Transportation Law (Years: _____) <input checked="" type="checkbox"/> Property (Years: <u>30</u>) <input checked="" type="checkbox"/> Trust & Estate Law (Years: <u>30</u>) <input type="checkbox"/> Other/specific project as required by the advertisement (Years: _____)	<input type="checkbox"/> Oil Spill Litigation (Years: _____) <input type="checkbox"/> Public Finance (Years: _____) <input type="checkbox"/> Land Use, Planning & Zoning Law (Years: _____) <input type="checkbox"/> Economic Development (Years: _____) <input type="checkbox"/> Construction Law (Years: _____)
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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. N/A		
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.

Title Insurance Producers
Real Estate Broker
Notaries Public



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.

Two partners, support staff, capacity to timely complete newly assigned work, and scale up, if necessary.

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: 4

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. Jane Faia Mentz	Business Law, Property, Trust and Estate	35
2.		
3.		
4.		
5.		

Professional Legal Services Questionnaire

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

JP Bid Number JPP-SOQ-22-040

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.

JP Bid Number JPP-SOQ-22-040

Transfer by Jefferson Parish to Jefferson Parish Housing Services Development District of multiple properties for development as Affordable Housing for Jefferson Parish.

2.

Jericho Road Episcopal Housing Initiative

Served as counsel for the acquisition and development of more than 40 Affordable Housing scatter sites acquired through an adjudication process. Along with every part of a real estate transaction, this included our development of a process approved by national title insurance companies for purchasers and lenders to acquire owners and lenders title insurance policies.

3.

Gulf Coast Housing Partnership, Inc.

Served as owner's counsel for various Historic Tax Credit projects, New Markets Tax Credit projects and Low Income Housing Tax Credit projects, which included condominium creation and development, property acquisition, leases and negotiations, redevelopment, reconstruction, new construction, lien waivers, and working with many lenders and parties in complicated, creative, and multi-layer transactions.

4.

New Orleans Redevelopment Authority

Serve as counsel for real estate auctions of surplus property, including working with auction company to develop processes, working with auction purchasers, preparing purchase and sale agreements, sales, issuing title policies, filing appropriate documents, clearing title issues, collecting and disbursing funds at closing.

5.

PF Developers

Served as counsel for the acquisition and development of more than 30 Affordable Housing scatter sites using tax adjudication properties.

Served as counsel for the purchase of several multi-family apartment complexes, some with mortgages in favor of US HUD with mortgage assumptions.

Professional Legal Services Questionnaire

6.

Habitat for Humanity

Served as counsel for Habitat for Humanity to acquire and develop more than 50 scatter sites for Affordable Housing using adjudicated properties.

Coordinated the transfer of a similar number of properties from another group who had acquired its properties in a similar manner, but then was unable to develop, with the parties and the City of New Orleans.

7.

Business Law

Many clients in all aspects of business law from entity formation to dissolution. Including LLCs, corporations, nonprofits, holding companies, closely held companies, general stock companies. Providing substantial nonprofit counsel, operating agreements, multidisciplinary work with clients' CPAs, contractors, managers and others, leasing negotiations, property acquisition, business succession planning, strategies for inheritance, business transfers and sales.

8.

Trust and Estate Law

Estate planning with trusts, will, powers of attorney, advance directives (living wills).

Complete preparation of documents and counsel as to roles of parties, lists of things needed to plan for the future, explanations of the workings of estates, trusts, wills, successions, and what to expect for themselves and for their families.

9.

Successions

Serve as counsel to many clients in succession matters. We have worked with everyone from small succession affidavits, to simple possession, to independent administrations, to full administrations, litigation, having wills declared invalid, clawing back company assets into the succession, untangling highly involved matters by methodically retracing deceased's steps, working with forensic accountants, abstractors, land records, and even expert arborists.


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.

Both attorneys are appointed as Federal Foreclosure Commissioners.

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

Signature:  Print Name: Scott R. Simmons
Title: Member Date: 6/6/2024

Statement of Qualifications

AFFIDAVIT

STATE OF LOUISIANA

PARISH OF ORLEANS

BEFORE ME, the undersigned authority, personally came and appeared: Scott R. Simmons, (Affiant) who after being by me duly sworn, deposed and said that he is the fully authorized Member of Mentz | Simmons Law Group, L.L.C., the party who submitted a Statement of Qualifications (SOQ) 24-16 to Provide Various Professional Legal Services for Jefferson Parish.

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 X_____ 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 X_____ 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 X_____ 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 X 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

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

Printed Name of Affiant

SWORN AND SUBSCRIBED TO BEFORE ME
ON THE 5th DAY OF June, 2024.



Notary Public

Printed Name of Notary

Notary/Bar Roll Number

My commission expires At Death





MENTSIM-01

SEAST

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

6/5/2024

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Hub International Gulf South 300 Concourse Boulevard Suite 300 Ridgeland, MS 39157	CONTACT NAME: Sandra East	
	PHONE (A/C, No, Ext): (601) 607-5400	FAX (A/C, No): (601) 607-5601
	E-MAIL ADDRESS: sandi.east@hubinternational.com	
	INSURER(S) AFFORDING COVERAGE	NAIC #
	INSURER A : Continental Casualty Company	20443
INSURED Mentz Simmons Law Group, LLC 3700 Orleans Avenue Suite 105 New Orleans, LA 70119-4827	INSURER B :	
	INSURER C :	
	INSURER D :	
	INSURER E :	
	INSURER F :	

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER:			6025238364	5/30/2024	5/30/2025	EACH OCCURRENCE	\$ 1,000,000
							DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 1,000,000
							MED EXP (Any one person)	\$ 10,000
							PERSONAL & ADV INJURY	\$ 1,000,000
							GENERAL AGGREGATE	\$ 2,000,000
							PRODUCTS - COMP/OP AGG	\$ 2,000,000
								\$
								\$
								\$
								\$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident)	\$
							BODILY INJURY (Per person)	\$
							BODILY INJURY (Per accident)	\$
							PROPERTY DAMAGE (Per accident)	\$
								\$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input type="checkbox"/> RETENTION \$						EACH OCCURRENCE	\$
							AGGREGATE	\$
								\$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y / N If yes, describe under DESCRIPTION OF OPERATIONS below						PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/>	
							E.L. EACH ACCIDENT	\$
							E.L. DISEASE - EA EMPLOYEE	\$
							E.L. DISEASE - POLICY LIMIT	\$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER

CANCELLATION

To Whom It May Concern

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Sandi East