



**Legal Services – General Counsel
RFP 19-R05
ADDENDUM NUMBER ONE (1)
AUGUST 15, 2019**

1. Please provide the total amount spent by Lynx for the legal services included in the bid scope for the past three fiscal years. [Exhibit “B” – Scope of Services]

ANSWER:

- 2016 (Oct ’15 – Sep ’16) – \$838,333.30
- 2017 (Oct ’16 – Sep ’17) – \$752,760.51
- 2018 (Oct ’17 – Sep ’18) – \$787,547.78
- 2019 (Oct ’18 – Jul ’19) – \$801,531.70

2. Please provide the amount projected to be spent by Lynx for the legal services included in the bid scope for current/next budgeted fiscal year. [Exhibit “B” – Scope of Services]

ANSWER: There is no current projection for FY20 as LYNX is currently in FY19.

3. Please indicate which legal services, other than labor and employment and insurance defense related services, are not included in the scope of the bid. [Exhibit “B” – Scope of Services]

ANSWER: It is LYNX’s intention to issue separate RFPs for the following Legal Services categories:

- Labor & Employment/Equal Employment Opportunity Claims
- Tort/General Liability
- Workers' Compensation
- Pension

4. Please confirm that this RFP is only for the purpose of General Counsel services and NOT for General Liability litigation work i.e. representing Lynx in litigation for negligence cases arising from accidents with busses/ or premises liability cases etc.

ANSWER: That is correct.

5. Exhibit B - “Scope of Work” pg. 1 - Should it always be the lead attorney who is attending LYNX board meetings? Can we have different members of the submitted team attend?

ANSWER: Unless approved in advance by LYNX, it should always be the lead attorney who is attending LYNX board meetings.

6. Exhibit B - “References” – pg.4 – Will need to clarify that we cannot divulge our client list without express permission from the clients. We have three options: submit only those clients not confidential; submit all responsive clients, redacting any confidential information; or submitting a response that a list will be supplied upon awarding the contract.

ANSWER: Proposers shall disclose any relevant references that the Proposer wishes to be considered in scoring the proposal.

7. Exhibit C – Pg. 1, Section 1 – Can we submit a cover page before the cover letter?

ANSWER: Yes.

8. Exhibit C – Pg. 1, Section 1.v – Please clarify that only exhibits F, G, H, I, L, M, and N should be submitted with the response?

ANSWER: That is correct.

9. Exhibit C – Pg. 2, Section 3.ix – Please clarify that documentation for attorneys in good standing should or should not be included in the page count of this section.

ANSWER: Attorneys in good standing should be included in the page count of this section.

10. Exhibit C – Pg. 3, Section 4.iv – Should we list references here or include them in exhibit M? If Exhibit M, does that count towards the page count for this section?

ANSWER: References are to be included in Section Four (4) using the Exhibit M format.

11. Exhibit I – What certifying agency does LYNX use for small businesses?

ANSWER:

- For DBE certification – FDOT, GOAA or other agencies within the State that are certifying
- For MWBEs – State of Florida, City of Orlando, Orange County, FSMSDC with provided evidence of certification

12. Contract, Pg. 8 – E-Verify – Is this a requirement for all firm employees or just those on the LYNX team?

ANSWER: “...all new employees hired by the Contractor on or after the Effective Date of this Contract and thereafter during the remaining term of the Contract, including subcontractors...”

13. Exhibit M – Please clarify if only the lead attorney or all licensed attorneys on the team need to be included on this attachment?

ANSWER: All attorneys on the team.

14. Exhibit N – There is no signature line on the form; does this exhibit need to be signed?

ANSWER: Proposers are to complete the blanks at the top of Exhibit N.