

Request for Qualifications (RFQ)

Legal Counsel Services

Overview

The French Quarter Management District (FQMD), a political subdivision of the State of Louisiana, is seeking qualified legal counsel to provide professional legal services in support of organizational operations, governance, and related matters.

Scope of Services

- General legal counsel and advisory services
- Governance support and compliance guidance
- Open Meetings Law and Public Records Law guidance
- Contract review and development
- Procurement and compliance support
- Risk management and legal advisory services
- Representation as needed
- Representation related to review and potential revisions of the Cooperative Endeavor Agreement (CEA) with the City of New Orleans

Minimum Qualifications

- Experience representing public entities or governmental organizations
- Knowledge of Louisiana Open Meetings Law and Public Records Law
- Experience advising boards or commissions
- Strong written and verbal communication skills
- Ability to provide timely and responsive service

Submission Requirements

- Firm overview and qualifications
- Relevant experience, particularly with public entities
- Approach to providing legal services
- Proposed fee structure
- References

Evaluation Criteria

- Experience and qualifications
- Governance and public-sector expertise
- Responsiveness and communication approach
- Alignment with FQMD needs
- Fee structure

Submission Instructions

Submission Deadline: April 20, 2026

Submission Method: coordinator@fqmd.org

Questions: All questions must be submitted in writing to executivedirector@fqmd.org by April 10, 2026

Responses to questions will be issued by April 14, 2026

Procurement Process

FQMD is utilizing a qualifications-based selection process consistent with professional services procurement standards. The RFQ is being publicly posted and distributed to ensure broad awareness among qualified firms. All respondents will be subject to the same submission requirements, timeline, and evaluation criteria.

Additional Information

FQMD reserves the right to reject any or all submissions and to modify the RFQ process as necessary.