

## **PROCUREMENT SUMMARY-RFP 2024-033**

### **REQUIREMENTS**

A Solicit Request Routing Sheet for Professional Legal Services with attached scope of work was received by Procurement on August 16, 2024.

### **SOLICITATION**

Request for Proposal (RFP) No. 2024-033 Public Notice was published in The Advocate. The Public Notice and the RFP 2024-033 were posted on the RTA website beginning 9/24/2024. The RFP submittal deadline was 10/24/24 at 2:00pm. Bid was extended to November 7, 2024 at 2:00 pm

### **RFP SUBMITTAL**

Submittal deadline was on 10/24/2024 at 2:00pm. Bid was extended to November 7, 2024 at 2:00 pm  
Shaun Temple handled the receipt of all submissions received. Seven (7) proposals were received. (2) bids were Non-Responsive.

### **DETERMINATION**

Five (5) responsive proposals were received. Two (2) proposals were received but non-responsive due to the required forms not being submitted.

### **SUBMITTAL ANALYSIS**

#### **Respondents**

Boykin, Utley  
Butler Law Firm  
Butler Snow, LLC  
Kiefer & Kiefer  
Wright Gray Harris, LLC

#### **Required Forms**

ALL SUBMITTED  
ALL SUBMITTED  
ALL SUBMITTED  
ALL SUBMITTED  
ALL SUBMITTED

Transcendent Legal  
Sher Garner Cahill Richter  
Klein & Hilbert, L.L.C.

NON-RESPONSIVE  
NON-RESPONSIVE

### **SUMMARY**

An Administrative Review was prepared by Shaun Temple.

A technical evaluation was conducted on January 16, 2025, at 2:00 pm.  
The evaluation committee consisted of the following:

Gizelle Banks  
Tracy Tyler  
Michael Smith

The final combined scores for the technical evaluation are as follows:

Boykin, Utley	270
Butler Law Firm	273
Butler Snow, LLC	275
Kiefer & Kiefer	263
Wright Gray Harris, LLC	290

All (5) vendors will be on an On-Call rotation. Their proposals have been determined to be fair and reasonable, and the basis of the award is in the best interest of the Regional Transit Authority. It's my recommendation to award agreements in this manner.