



Request for Qualifications (RFQ)

For Legal Services

I. Background and Purpose

The Lewiston–Nez Perce County Airport Authority (“Authority”) invites qualified attorneys or law firms to submit statements of qualifications to provide **general and special legal counsel services** to the Authority on an as-needed basis.

The selected counsel will support the Authority in legal matters relating to:

- General governance and compliance
- Contract review and negotiation
- Employment, personnel, and policy issues
- Procurement, land use, and real estate transactions
- FAA regulations and grant assurances
- Public meetings, ethics, and Idaho Code requirements

The Authority may select one or more attorneys/firms under this RFQ.

II. Scope of Services

The selected attorney or firm will provide legal services, including, but not limited to:

1. **Governance and General Counsel** – advising the Board of Commissioners and staff on compliance with Idaho statutes, local ordinances, and Authority bylaws.
 2. **Contractual Matters** – drafting and reviewing agreements, leases, and procurement documents.
 3. **FAA and Aviation Law** – interpreting and applying FAA regulations, grant assurances, and airport improvement program (AIP/IIJA) requirements.
 4. **Employment Law** – assisting with personnel policies, disputes, and compliance.
 5. **Property and Land Use** – advising on real estate transactions, zoning, and airport development.
 6. **Litigation Support** – representing the Authority in administrative or judicial proceedings, as requested.
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III. Qualifications of Proposers

Firms or individuals must demonstrate:

- Current licensure to practice law in Idaho, in good standing.
 - Experience representing **municipalities, special districts, or airports.**
 - Knowledge of **FAA regulations, state aviation law, and public procurement law.**
 - Availability to respond promptly to Authority needs.
 - Absence of conflicts of interest.
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IV. Submittal Requirements

Each proposer shall submit a concise **Statement of Qualifications (SOQ)** including:

1. **Cover Letter** – identifying the firm, contact person, and expressing interest.
 2. **Firm Profile** – background, ownership, office location(s), and size.
 3. **Experience Summary** – relevant legal work, particularly for airports or public entities.
 4. **Key Personnel** – bios or resumes for attorneys who will serve the Authority.
 5. **References** – at least three public sector clients, with contact information.
 6. **Rates and Fees** – proposed hourly rates and any alternate billing structures.
 7. **Conflict Disclosure** – statement affirming no conflicts of interest.
 8. **Certificate of Insurance** – evidence of professional liability coverage meeting Idaho minimums.
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V. Evaluation Criteria

Submissions will be evaluated based on the following weighted criteria:

Criteria	Points
Experience with airports/public entities	40
Qualifications of key personnel	30
Understanding of Authority needs	15
Responsiveness and availability	10
References	5

The Authority may request interviews with selected proposers before final selection.



VI. Selection and Award Process

1. Proposals will be reviewed by the **Selection Committee**, which will rank respondents based on qualifications.
 2. The top-ranked proposer(s) may be invited to negotiate an agreement for services.
 3. The Authority reserves the right to reject any or all submissions, waive irregularities, or reissue this RFQ.
 4. Final award will be made by the **Airport Board of Commissioners**.
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VII. Submission Details

Submittal Deadline:

November 7th, 2025 at 1 PM

Delivery Address:

Lewiston–Nez Perce County Airport Authority
Attn: Airport Director
3632 Stearman St.
Lewiston, ID 83501

Electronic submissions (PDF) may be sent to:

 misaacs@goLWS.com

Questions:

All inquiries should be directed to:

Airport Director

Lewiston–Nez Perce County Airport Authority
Tel: (208) 746-4471
Email: misaacs@goLWS.com

VIII. Terms and Conditions

- The Authority is not liable for any costs incurred in preparing or submitting responses.
 - Submissions become public record under Idaho law.
 - The selected attorney or firm will serve as an **independent contractor**, not as an employee.
 - The term of the agreement will be **three years**, with the option for renewal by mutual consent.
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Exhibit A – Required Forms

1. **Acknowledgment of Receipt and Intent to Submit**
2. **Conflict of Interest Certification**
3. **Non-Collusion Affidavit**