

Request for Proposals (RFP) for Legal Services

BioDistrict New Orleans

Issue Date: June 8, 2026

Proposal Due Date: June 30, 2026 5:00pm CST

Contact: Andreas Pashos, andreas@biodistrictnola.com

I. Introduction

The BioDistrict New Orleans (BioDistrict) is a state-created, special purpose economic development district adjacent to downtown. It includes major hospitals, medical schools, research institutions, and community partners. Created in 2005 and updated in 2022, the BioDistrict is charged with driving both programmatic and physical growth of the biosciences sector in New Orleans.

Dedicated to the development of an innovation district that will support the growth of the bio, life sciences and healthcare industry, provide significant job opportunities, improve the health care of residents, and diversify the economic base of the city, the BioDistrict aims to foster economic development through bioscience innovation, healthcare delivery, research, education, and placemaking. This includes supporting the development of biomedical research facilities, clinical care centers, academic institutions, related businesses and public amenities.

To support our mission, BioDistrict is seeking proposals from qualified legal firms or individual attorneys to provide comprehensive, ongoing legal services. The selected entity will assist with legal matters related to corporate governance, regulatory compliance, real estate transactions, contract review, public-private partnerships, and other areas relevant to BioDistrict operations. Legal services must align with the provisions of the cooperative endeavor agreements (CEAs) between the BioDistrict and the City of New Orleans, as well as the State of Louisiana, ensuring compliance with all legal and regulatory obligations.

This RFP outlines the requirements and expectations for prospective legal service providers. We invite qualified service providers to submit proposals demonstrating their expertise, experience, and ability to meet BioDistrict's legal needs.

The BioDistrict is guided by a [strategic master plan](#) that was approved in 2024 and can be found on our website: www.biodistrictnola.com

II. Scope of Services

The selected legal service provider will provide services including, but not limited to:

1. Corporate and Governance Matters

- Board governance advice

- Legal entity structure and organizational matters
- Public records and open meetings laws
- Ethics requirements
- Ensuring compliance with federal, state, and local laws
- Interpreting and advising on the obligations outlined in the CEAs with the City and State
- Participation during BioDistrict Board meetings typically held every other month

2. Contract Review and Negotiation

- Drafting, reviewing, and negotiating contracts and agreements with partners, funders, vendors, and service providers
- Ensuring all contractual agreements align with CEA requirements and funding restrictions

3. Real Estate and Development

- Assisting with property acquisition, leasing, land use agreements, and development agreements
- Advising on zoning, permitting, and environmental compliance
- Ensuring compliance with land use provisions outlined in the CEAs, including restrictions on eminent domain and residential zoning categories

4. Public-Private Partnerships & Economic Development Initiatives

- Advising on financing, incentives, and compliance with funding requirements as outlined in the CEAs
- Structuring agreements with public agencies and private entities
- Ensuring adherence to policies related to tax increment financing and financial obligations within the BioDistrict
- Public finance and bonds
- Grant compliance and federal funding requirements

5. General Counsel & Litigation Support

- Providing day-to-day legal advice on operational matters
- Representing the BioDistrict in legal proceedings as necessary

- Assisting with any legal disputes or compliance matters related to the CEAs
- Employment & HR matters

III. Proposal Requirements

Interested providers should submit a proposal including the following information (15 page limit):

1. Firm/Attorney Information

- Name, address, and contact information
- Description of firm/attorney history, size, and areas of legal expertise.
- Professional licenses and certifications (State of Louisiana)

2. Qualifications and Relevant Experience

- Experience with economic development organizations and districts
- Experience with bioscience, healthcare, and higher education is preferred
- Experience with public or quasi-public entities
- Experience with Louisiana state and New Orleans City laws relevant to the BioDistrict
- Representative client list (if confidentiality allows)

3. Personnel

- Names and qualifications of attorneys who will be assigned to BioDistrict
- Description of roles and responsibilities, including primary point of contact

4. Approach to Services

- Description of approach to providing legal services
- Understanding of BioDistrict's mission and key legal needs
- Familiarity with and approach to ensuring compliance with the CEAs
- Availability and response times
- Communication methods
- Conflict resolution process

5. References

- Minimum of three (3) references from current or past clients
- Reference contact information
- Brief description of services provided to references

6. Fee Structure

- Proposed fee structure (hourly rates, retainer, hybrid, etc.)
- Billing practices and policies
- Cost control strategies
- Expenses policy

7. Conflicts of Interest

- Disclosure of any actual or potential conflicts of interest
- Process for handling conflicts that may arise

IV. Evaluation Criteria

Proposals will be evaluated based on the following criteria:

1. Experience & Relevant Expertise (30%) – Demonstrated experience in relevant areas of law.
2. Approach & Understanding (25%) – Comprehension of BioDistrict’s legal needs and proposed methodology and responsiveness.
3. Key Personnel (15%) – Qualifications and experience of assigned attorneys and MBE/DBE participation.
4. Cost Proposal (20%) – Competitive fee structure and cost-effectiveness.
5. References & Reputation (10%) – Strength of client references and service provider reputation.

V. Submission Instructions

Proposals must be submitted electronically in PDF format to Andreas Pashos at andreas@biodistrictnola.com by June 30, 2026 5:00pm CST. Late submissions may not be considered. Questions regarding this RFP should be directed to Andreas Pashos by June 23, 2026 5:00pm CST . Questions will be answered publicly.

BioDistrict may conduct a two-stage evaluation. Stage I will determine a competitive shortlist. Stage II may include oral presentations or interviews with shortlisted firms, which will inform the final selection.

VI. Timeline

- RFP Issued: June 8, 2026
- Deadline for Questions: June 23, 2026 5:00pm CST
- Proposal Submission Deadline: June 30, 2026 5:00pm CST

VII. Terms and Conditions

1. Contract Term

- Initial term of one year
- Option for renewal at BioDistrict's discretion
- 30 day termination for convenience

2. Reservation of Rights BioDistrict New Orleans reserves the right to:

- Reject any or all proposals
- Waive informalities or irregularities
- Request additional information
- Modify or cancel the RFP
- Negotiate with any, all, or none of the respondents

3. Public Records

- All submissions are subject to applicable public records laws

4. Equal Opportunity

- BioDistrict New Orleans is committed to equal opportunity and encourages proposals from minority-owned, women-owned, and disadvantaged business enterprises

5. Indemnification

- To the fullest extent permitted by law, the selected provider shall indemnify, defend, and hold harmless BioDistrict New Orleans, its Board of Commissioners, officers, employees, and authorized representatives (collectively, "Indemnified Parties") from and against any and all claims, demands, suits, judgments, losses, costs, and expenses (including reasonable attorneys' fees) arising out of or resulting from:
- Any negligent or wrongful act or omission by the selected provider, its agents, employees, or subcontractors in the performance of services under the contract; or
- Any breach by the selected provider of its representations, warranties, or obligations under the contract.

- This indemnification obligation shall not apply to the extent that claims arise from the gross negligence or willful misconduct of the Indemnified Parties. The selected provider's indemnification obligations shall survive the expiration or termination of the contract.

6. Insurance Requirements

- The selected provider shall obtain and maintain, at its own expense throughout the term of the engagement, the following insurance coverages with insurers rated no less than A-VI by A.M. Best and licensed to do business in the State of Louisiana:
- Professional Liability / Errors & Omissions: Not less than \$1,000,000 per occurrence and \$1,000,000 aggregate. Coverage shall remain in force and uninterrupted for a period of not less than three (3) years following the expiration or termination of the contract. If coverage is discontinued or not renewed, the selected provider must obtain tail (extended reporting period) coverage for the same three-year period.
- Commercial General Liability: Not less than \$1,000,000 per occurrence and \$2,000,000 aggregate, written on an occurrence basis.
- The BioDistrict New Orleans, its Board of Commissioners, officers, employees, and agents shall be named as Additional Insured on the Commercial General Liability policy.
- All policies shall provide that BioDistrict will receive not less than thirty (30) days' prior written notice of cancellation, material modification, or non-renewal.
- Prior to execution of the contract, the selected provider shall furnish BioDistrict with certificates of insurance evidencing the required coverages. BioDistrict reserves the right to request complete, certified copies of all required insurance policies at any time.
- Failure to maintain the required insurance shall constitute a material breach of the contract and may result in immediate termination.

7. Additional Information

- The respondent agrees that the BioDistrict, or any of its duly authorized representatives, shall, for the purpose of audit and examination, be permitted to inspect all work, materials, payrolls, and other data and records with regard to the work, and to audit the books, records, and accounts with regard to the work. Further, respondent agrees to maintain all required records for at least four (4) years after BioDistrict has made final payment and all other pending matters are closed.
- Legal services must align with the financial, operational, and governance requirements stipulated in the CEAs with the City of New Orleans and the State of Louisiana. This includes but is not limited to compliance with funding mechanisms, reporting obligations, governance restrictions, and public infrastructure development outlined in these agreements.

- Additionally, all legal services must adhere to the Equitable Business Opportunities Program, as mandated by City Code 70-456 and the CEA between the BioDistrict and the City of New Orleans. **This program has an overall goal of 35% utilization of socially and economically disadvantaged businesses for all public spending or private projects that utilize public funding and/or incentives.** The selected provider must ensure compliance with the specified acceptable certifications and reporting requirements associated with this program.
- Submittals must remain valid until the BioDistrict executes the Contract for the services herein, but this period shall not exceed 120 days from the RFP due date.
- Respondents shall carefully examine all of the requirements of this RFP and shall evaluate all the circumstances and conditions affecting their statement of qualifications. Failure on the part of any respondent to make such examination and to investigate thoroughly such areas shall not be grounds for any declaration that the respondent did not understand the conditions and requirements of this RFP.

8. Governing Law

- This RFP and any resulting contract shall be governed by the laws of the State of Louisiana.