

Port Arthur Economic Development Corporation

*Request for Proposals for Legal Counsel*

*Issued: September 3, 2025*

*Responses Due: September 26, 2025*

The Port Arthur Economic Development Corporation (PAEDC) is seeking to engage General Legal Counsel and Services for an initial term of three (3) years. The PAEDC Attorney serves at the pleasure of the Port Arthur Economic Development Corporation Board of Directors.

The PAEDC is seeking individuals or firms who have the requisite experience to perform the basic services themselves or in conjunction with members of their firm, and without requiring or relying upon other lawyers to provide the necessary expertise. Interested Respondents will receive a Request for Proposals (RFP) to complete and submit, in accordance with the General Instructions and Proposal Stipulations outlined in the RFP. To receive an RFP please email your request at [sgarcia@paedc.org](mailto:sgarcia@paedc.org).

In accepting proposals, the PAEDC reserves the right to reject any and all proposals, to waive formalities and reasonable irregularities in submitted documents, and to waive any requirements in order to take the action it deems to be in the best interest of the Port Arthur Economic Development Corporation. The PAEDC is not obligated to accept the lowest-priced proposal.

The PAEDC Attorney shall:

- Serve as the legal advisor to the Port Arthur Economic Development Corporation Board of Directors and Chief Executive Officer.
- Represent the PAEDC in litigation and legal proceedings as directed by the PAEDC Board of Directors and Chief Executive Officer; and
- Review and provide opinions as requested by the PAEDC Board of Directors and Chief Executive Officer on contracts, legal instruments, ordinances of the City and other City and PAEDC business.

The Port Arthur Economic Development Corporation seeks legal services to assist the PAEDC in actively accomplishing its mission, including, but not limited to, representation in various aspects of law, such as advising, counseling, and rendering legal opinions to the PAEDC Board of Directors and assigned city staff concerning laws related to economic development. The PAEDC Attorney shall provide legal advice, counsel, consultation, and opinions to the Board of Directors and assigned staff on a variety of legal issues pertinent to the PAEDC including, but not limited to economic development, development services, zoning, creation/retention of primary jobs for economic development projects, community development initiatives, drafting and negotiation of incentive and real property contracts, drafting and negotiation of development agreements, assistance with applications for grants and loans, providing counsel regarding authorized use/oversight concerning application of Type A & B sales and use tax, public disclosure issues/notices, public hearings, open meetings, public information laws, formation of special districts and financing for same, and other legal matters associated with representation of a

Type A & B economic development corporation.

- The PAEDC Attorney's advice must include information and assistance on effectively minimizing the threat of civil litigation.
- Attend and provide legal representation, as requested, to the PAEDC Board of Directors and assigned staff at various meetings including staff meetings, economic development project meetings, PAEDC Board of Directors meetings, and other meetings. Assist and advise staff on agenda preparation for legal compliance.
- Assist with Open Meetings Act compliance and preparing public hearing notices, as requested.
- Appear before courts and administrative agencies to represent the PAEDCs interest, as necessary.
- Prepare and review legal memorandums, orders, resolutions, contracts, and other documents for legal correctness, when requested by PAEDC Board of Directors or assigned staff.
- Work cooperatively with any special counsel retained by the PAEDC for special projects. Work cooperatively with the City of Port Arthur's City Manager, City Attorney, City staff and any special legal counsel retained by the City of Port Arthur for special municipal projects or joint PAEDC/City projects.
- Coordinate with other special counsel, as needed, to ensure proper management of legal issues on behalf of the PAEDC, and to ensure proper coordination and transition of legal issues.

The Port Arthur Economic Development Corporation shall have the right to retain special counsel at any time that it may deem necessary and appropriate. The PAEDC Attorney, with approval of the PAEDC Board of Directors, may select additional attorneys to act for him/her and the PAEDC in its representation and/or litigation. The PAEDC Attorney may be removed, without cause, by the affirmative vote of a majority of the Port Arthur Economic Development Corporation Board of Directors.

The PAEDC may supplement or further elaborate on the scope of services as necessary to carry out the business of the Board of Directors. The PAEDC Attorney will be responsible to manage all legal counsel services provided to the PAEDC, absent action by the PAEDC Board of Directors.

The Port Arthur Economic Development Corporation is intending to engage a specific individual, in distinction to a firm, to serve as PAEDC Attorney. Nevertheless, the PAEDC Attorney is permitted to delegate work to other attorneys and paralegals (i) within the PAEDC Attorney's firm or (ii) if the PAEDC Attorney is not in a firm, to such other Texas lawyers as PAEDC Attorney selects, on a limited basis and only when he or she reasonably believes those individuals will support his or her performance and enhance its value to the Port Arthur Economic Development Corporation. The Respondent must remain fully involved and responsible for all work performed on his or her behalf. If the Respondent is in a firm, the dissolution of that firm will not terminate this engagement; if the Respondent joins a firm, it will promptly agree to the terms of the Engagement Agreement.