



MIAMI-DADE EXPRESSWAY AUTHORITY

3790 NW 21 St. // Miami, FL 33142

www.mdxway.com

MDX PROCUREMENT/CONTRACT NO.:
RFQ-17-04 (B)

MDX PROJECT/SERVICE TITLE:
LEGAL SERVICES SUPPORT
PUBLIC PROCUREMENT/CONTRACTS

EXHIBIT A
SCOPE OF SERVICES

SCOPE OF SERVICES
PUBLIC PROCUREMENT/CONTRACTS LEGAL SUPPORT

The Counsel shall provide **Public Procurement/Contracts Legal Support** as well as other **General Legal Services** as described herein (the “Services”). The Services will be assigned to the Counsel via a fully executed Task Authorization(s) and assignment of Services is not guaranteed. MDX, at its sole discretion, will assign Services on an as needed basis. At its option, MDX may also elect to have any of the Services performed by MDX staff or other consultant(s).

The Counsel shall coordinate all assigned tasks with the MDX General Counsel and the Manager of Procurement & Contracts Administration. The Services include, but are not limited to the following:

PUBLIC PROCUREMENT/CONTRACTS:

- Attendance at MDX Board and Committee meetings upon request and/or as required to present on-going matters;
- Assist staff in the preparation of solicitation documents for the procurement of various services including, but not limited to, architectural, engineering and construction services, in accordance with the applicable Florida Statutes and MDX policies.
- Assist with contract negotiations including, but not limited to, methods of compensation, enforcing breaches and liquidated damages.
- Draft, modify, and/or review contract documents to ensure conformity with MDX policies as well as applicable local, state and federal laws.
- Perform legal research and provide written legal opinions as needed.
- Keep MDX up-to-date of legal developments which might be applicable to MDX's Procurement Policy and advise the MDX General Counsel and the Manager of Procurement and Contract Administration accordingly.
- Represent MDX in any Bid Protest that is filed against the Agency.
- Represent MDX in litigation filed against the Agency relating to Procurement matters and other areas of litigation which may include Tort, Commercial and Construction litigation.
- Assist in negotiations and development of contract documents for public/public and/or public/private partnerships.

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- Assist with the review and revision to MDX policies to include, but not limited to, the Procurement, Small Business Participation and the Local Business Participation policies.
- Provide any and all other services that MDX may require in support of its procurement process and contracts.

GENERAL LEGAL SERVICES:

- Provide guidance, opinions (written and oral) and overall support as necessary and requested by MDX in matters relating to the following:
 - Ethics
 - Sunshine Law and Public Records Act
 - Special District and Board Governance
 - Employee Labor Laws (EEOC, FMLA, HIPPA, etc.)
- Provide alternate litigation services for matters not dealing with Public Procurement/Contracts Area of Expertise.
- Keep MDX up-to-date with legal developments which may be applicable to MDX.
- Provide general legal counsel services as may be required by MDX, on other areas of practice including, but not limited to Intellectual Property & Technology.