

## General Professional Services Questionnaire

**A. Project Name and Advertisement Resolution Number:**

SOQ 23-005  
AD HOC HEARING OFFICER FOR THE BUREAU OF ADMINISTRATIVE ADJUDICATION

**B. Firm Name & Address:**

IAS LAW LLC  
900 Camp Street  
Suite 333  
New Orleans, LA 70130

**C. Name, title, & contact information of Firm Representative, as defined in Section 2-926 of the Jefferson Parish Code of Ordinances, with at least five (5) years of experience in the applicable field required for this Project:**

Imtiaz A. Siddiqui  
Sole Owner/Managing Member  
IAS LAW LLC  
900 Camp Street  
Suite 333  
New Orleans, LA 70130  
(504) 500-1876

I am Please see attached resume.

**D. Address of principal office where Project work will be performed:**

The address of the principal and only office of IAS LAW LLC is:

900 Camp Street  
Suite 333  
New Orleans, LA 70130

**E. Is this submittal by a JOINT-VENTURE? Please check:**

YES \_\_\_\_\_ NO   X  

If marked "No" skip to Section H. If marked "Yes" complete Sections F-G.

**F. If submittal is by JOINT-VENTURE, list the firms participating and outline specific areas of responsibility (including administrative, technical, and financial) for each firm. Please attach additional pages if necessary.**

1.

2.

## General Professional Services Questionnaire

**G. Has this JOINT-VENTURE previously worked together? Please check: YES \_\_\_\_\_ NO \_\_\_\_\_**

**H. List all subcontractors anticipated for this Project. Please note that all subcontractors must submit a fully completed copy of this questionnaire, applicable licenses, and any other information required by the advertisement. See Jefferson Parish Code of Ordinances, Sec. 2-928(a)(3). Please attach additional pages if necessary.**

Name & Address:	Specialty:	Worked with Firm Before (Yes or No):
1. N/A		
2. N/A		
3. N/A		
4. N/A		
5. N/A		

## General Professional Services Questionnaire

<b>I. Please specify the total number of support personnel that may assist in the completion of this Project:</b> <u>Zero (0)</u> (subject to change)
<b>J. List any professionals that may assist in the completion of this Project. If necessary, please attach additional documentation that demonstrates the employment history and experience of the Firm's professionals that may assist in the completion of this Project (i.e. resume). Please attach additional pages if necessary.</b>
<b>PROFESSIONAL NO. 1</b>
<b>Name &amp; Title:</b>
Imtiaz A. Siddiqui
<b>Name of Firm with which associated:</b>
IAS LAW LLC
<b>Description of job responsibilities:</b>
I am solely responsible for the management and of all aspects of my law practice. My practice includes litigation and transactional matters in the relevant practice areas of real estate, construction, and municipal law.  Please see attached resume for additional details.
<b>Years' experience with this Firm:</b>
I have been associated with the Firm since I launched my own firm in May 2018.
<b>Education: Degree(s)/Year/Specialization:</b>
Juris Doctor from Tulane Law School, 2003.
<b>Other experience and qualifications relevant to the proposed Project:</b>
I have previously served as hearing officer for the City of New Orleans, Department of Code Enforcement and Office of Procurement.  I am currently have active contracts with the City of New Orleans to serve as a hearing officer for the Department of Safety & Permits and the Civil Service Department.  I also serve as an arbitrator for National Arbitration and Mediation (NAM) and Financial Industry Regulatory Authority (FINRA). I also am a certified mediator.

## General Professional Services Questionnaire

<b>PROFESSIONAL NO. 2</b>
<b>Name &amp; Title:</b>
N/A
<b>Name of Firm with which associated:</b>
<b>Description of job responsibilities:</b>
<b>Years' experience with this Firm:</b>
<b>Education: Degree(s)/Year/Specialization:</b>
<b>Other experience and qualifications relevant to the proposed Project:</b>

## General Professional Services Questionnaire

<b>PROFESSIONAL NO. 3</b>
<b>Name &amp; Title:</b>
N/A
<b>Name of Firm with which associated:</b>
<b>Description of job responsibilities:</b>
<b>Years' experience with this Firm:</b>
<b>Education: Degree(s)/Year/Specialization:</b>
<b>Other experience and qualifications relevant to the proposed Project:</b>

## General Professional Services Questionnaire

<b>PROFESSIONAL NO. 4</b>
<b>Name &amp; Title:</b>
N/A
<b>Name of Firm with which associated:</b>
<b>Description of job responsibilities:</b>
<b>Years' experience with this Firm:</b>
<b>Education: Degree(s)/Year/Specialization:</b>
<b>Other experience and qualifications relevant to the proposed Project:</b>

## General Professional Services Questionnaire

<b>PROFESSIONAL NO. 5</b>
<b>Name &amp; Title:</b>
N/A
<b>Name of Firm with which associated:</b>
<b>Description of job responsibilities:</b>
<b>Years' experience with this Firm:</b>
<b>Education: Degree(s)/Year/Specialization:</b>
<b>Other experience and qualifications relevant to the proposed Project:</b>

## General Professional Services Questionnaire

**K. List all prior projects that best illustrate the Firm's qualifications relevant to this Project. Please include any and all work performed for Jefferson Parish. Please attach additional pages if necessary.**

### **PROJECT NO. 1**

<b>Project Name, Location and Owner's contact information:</b>	<b>Description of Services Provided:</b>
<p>Project Name: Administrative Hearing Officer Services</p> <p>Project Location: New Orleans, LA</p> <p>Owner: City of New Orleans Department of Safety &amp; Permits 1300 Perdido Street, 7th Floor</p>	<p>Under contract to provide administrative hearing officer services for the Department of Safety and Permits to hear code violation cases brought by the City and render judgment. Under the same contract, the firm has also provided hearing officer services to the Department of Code Enforcement.</p>
<b>Length of Services Provided:</b>	<b>Cost of Services Provided:</b>
<p>Contract has one-year term with the option to be renewed up to four times.</p> <p>A new RFQ has recently been issued.</p>	<p>Current compensation is at an hourly rate of \$75 with a maximum contractual amount of \$45,000.</p> <p>The new RFQ increases the hourly rate to \$125.</p>

### **PROJECT NO. 2**

<b>Project Name, Location and Owner's contact information:</b>	<b>Description of Services Provided:</b>
<p>Project Name: Hearing Examiner (Civil Service Department)</p> <p>Project Location: New Orleans, LA</p> <p>Owner: Civil Service Department 1340 Poydras Street, 9th Floor New Orleans, LA 70112 (504) 658-3500</p>	<p>Provided administrative hearing examiner services for hearings conducted by the City of New Orleans Civil Service Department relating to appeals to the Civil Service Commission.</p>
<b>Length of Services Provided:</b>	<b>Cost of Services Provided:</b>
<p>One-year contract with up to four renewals.</p>	<p>Compensation is at an hourly rate of \$90 for hearings and a maximum contractual amount of \$30,000.</p>



## General Professional Services Questionnaire

<b>PROJECT NO. 3</b>	
<b>Project Name, Location and Owner's contact information:</b>	<b>Description of Services Provided:</b>
Project Name: Administrative Hearing Officer (Procurement Office)  Project Location: New Orleans, LA  Owner: City of New Orleans Procurement Office 1300 Perdido Street, Room 4W07 New Orleans, LA 70112 (504) 658-1559	Provided administrative hearing officer services for hearings conducted by the City of New Orleans, Procurement Office relating to compliance with Louisiana Public Bid Law.
<b>Length of Services Provided:</b>	<b>Cost of Services Provided:</b>
One-year contract.	Compensation was at an hourly rate of \$100 with a maximum contractual amount of \$15,000.

<b>PROJECT NO. 4</b>	
<b>Project Name, Location and Owner's contact information:</b>	<b>Description of Services Provided:</b>
None.	
<b>Length of Services Provided:</b>	<b>Cost of Services Provided:</b>

## General Professional Services Questionnaire

PROJECT NO. 5	
Project Name, Location and Owner's contact information:	Description of Services Provided:
None.	
Length of Services Provided:	Cost of Services Provided:

PROJECT NO. 6	
Project Name, Location and Owner's contact information:	Description of Services Provided:
None.	
Length of Services Provided:	Cost of Services Provided:

## General Professional Services Questionnaire

PROJECT NO. 7	
Project Name, Location and Owner's contact information:	Description of Services Provided:
None.	
Length of Services Provided:	Cost of Services Provided:

PROJECT NO. 8	
Project Name, Location and Owner's contact information:	Description of Services Provided:
None.	
Length of Services Provided:	Cost of Services Provided:

## General Professional Services Questionnaire

PROJECT NO. 9	
Project Name, Location and Owner's contact information:	Description of Services Provided:
None.	
Length of Services Provided:	Cost of Services Provided:

PROJECT NO. 10	
Project Name, Location and Owner's contact information:	Description of Services Provided:
None.	
Length of Services Provided:	Cost of Services Provided:

## General Professional Services Questionnaire

**L. List all prior and/or on-going litigation between Firm and Jefferson Parish. Please attach additional pages if necessary.**

Parties:		Status/Result of Case:
Plaintiff:	Defendant:	
1. None.		
2.		
3.		
4.  me.		

**M. Use this space to provide any additional information or description of resources supporting Firm's qualifications for the proposed project.**

As stated above, my firm is currently under contract with the City of New Orleans to provide code enforcement administrative hearing officer services for the Department of Safety and Permits. I also have served (as needed) as a hearing officer for the Department of Code Enforcement. My firm is also presently under contract with the City of New Orleans to provide hearing examiner services for the Civil Service Department to hear appeals to the Civil Service Commission and provide hearing examiner reports. I have also previously provided administrative hearing officer services for the City of New Orleans, Procurement Department. My decision was appealed to the Civil District Court for the Parish of Orleans and upheld by the district court judge.

I also serve as an arbitrator on employment and financial matters, which involves similar responsibilities as a hearing officer. I also have been recently certified as a mediator and have begun conducting mediations.

I have general familiarity with the Jefferson Parish Code of Ordinances. I have reviewed the Jefferson Parish Code to see how it compares to the New Orleans Municipal Code. Through my work with the City of New Orleans, I also possess a general understanding of the blight and code enforcement issues surrounding neighborhoods on the West Bank of Jefferson Parish. My office is right on the other side of the Crescent City Connection.

Estimating that the average case would take 30-45 minutes, my proposal for a price per case would be \$100 and for a flat monthly amount for 100 cases of \$7,500. These proposals are negotiable.

**N. To the best of my knowledge, the foregoing is an accurate statement of facts.**

Signature:  Print Name: Imtiaz A. Siddiqui

Title: Sole Owner/IAS LAW LLC Date: March 3, 2023

**EXPERIENCE**

***IAS LAW LLC***, New Orleans, LA

**May 2018 – Present**

Managing Attorney/Owner

Sole member of law firm with focus on employment, business, construction, civil rights, education, and appellate law. Notable experience:

- On appeal to Louisiana Fourth Circuit Court of Appeal on behalf of a wrongly terminated public employee, successfully had reversed a Civil Service Commission ruling relating to a novel employment issue, entitling client to reinstatement and backpay.
- On appeal to Louisiana Fourth Circuit Court of Appeal, successfully had reversed trial court's issuance of preliminary injunction, entitling client to damages, including attorney's fees.
- Arbitrated (through hearing and post-hearing briefing) favorable resolution for design-build firm in construction dispute.
- Arbitrated (through hearing and post-hearing briefing) case for condo unit owner against condo association.
- Settled Fair Housing Act disability discrimination claim of condo owner against condo association.
- Settled case for homeowner alleging New Home Warranty Act, redhibition, and fraud claims against builders and seller.
- Settled (with co-counsel) a wage and hour Fair Labor Standards Act case pending in federal court.
- Settled wage payment claim for employee relating to unpaid bonus after employment separation.
- Settled non-compete suit for employee relating to alleged unenforceable non-competition clause.
- Settled numerous employment discrimination cases.
- Represented seller in sale of internet marketing business.
- Serve as arbitrator for National Arbitration and Mediation on employment matters.
- Serve as hearing officer for City of New Orleans, Departments of Safety & Permits and Code Enforcement relating to City of New Orleans Municipal Code violations.
- Serve as hearing examiner for City of New Orleans Civil Service Department relating to civil service employment.

***LSU Paul M. Hebert Law Center***, Baton Rouge, LA

**Fall 2019 – Present**

Adjunct Faculty

Teach Fall Semester Law Office Practice course as part of LSU Law Center's Experiential Learning Programs. Law Office Practice is an experiential simulation course in which students learn the skills necessary to effectively practice law. Primarily through simulated exercises, problem-based scenarios, and drafting assignments, students learn techniques in the practice of law, including client interactions; evaluation of select litigation and transactional issues; aspects of oral advocacy; legal writing and preparation of legal documents, including preparation of pleadings, contracts, legal opinion letters, discovery, and other documents commonly used in practice; settlement strategy; and appeals. Students also engage in the study of law office management methods and practice, including review of the applicable Rules of Professional Conduct.

***Sullivan Stolier Schulze & Grubb LLC***, New Orleans, LA

**February 2017 – May 2018**

Partner

Practice focused on construction, commercial/business, and health law litigation, including appellate advocacy, in state and federal courts. Notable experience included successful reversal of a district court ruling on motion in limine via supervisory writ in business dispute, representation of large construction company with respect to all aspects of multiple large-scale public projects, local counsel representation of a number of out-of-state entities, sole responsibility of the firm's judicial commitment petitions and hearings, and the settlement of several commercial disputes.

# IMTIAZ A. SIDDIQUI

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**Coats Rose, P.C.**, New Orleans, LA  
Of Counsel

**August 2015 – February 2017**

Handled day-to-day management of several cases for construction and surety law practice through all phases of pretrial litigation, including drafting pleadings, motion practice, drafting supporting memoranda, discovery, hearing and trial preparation, appellate practice, and settlement. Argued dispositive and discovery motions and drafted trial court and appellate briefs in state and federal courts.

Notable experience:

- Successfully opposed motion for preliminary injunction at evidentiary hearing and successfully argued motion to dismiss in public bid dispute in the Middle District of Louisiana.
- Primary responsibility for opening and reply briefs filed in Louisiana First Circuit Court of Appeal relating to issue of arbitrator evident partiality; argued appeal.
- Successfully reversed district court ruling relating to motion to stay pending arbitration via supervisory writ.
- Argued all motions in several cases pending in different judicial district courts arising out of commercial construction dispute.

**City of New Orleans, City Attorney's Office**, New Orleans, LA  
Assistant City Attorney

**February 2014 – August 2015**

As the attorney for the Department of Public Works and Capital Projects Administration, developed an intimate familiarity with Louisiana Public Bid Law. Drafted, reviewed, revised, and negotiated construction, design, engineering, materials testing, survey, geotechnical, and other professional services contracts with contractors and consultants pursuant to invitations to bid, requests for proposal, and requests for qualifications. Worked on litigation matters relating to bid protests, construction and design contracts, and surety issues. Worked on CBCA arbitrations relating to FEMA funding and reimbursement issues in connection with the City's public works projects. Drafted and revised policy memoranda. Negotiated contracts and provided legal advice and guidance to various City departments.

Notable experience:

- Negotiated major multi-million-dollar contract with vendor relating to New Orleans Police Department Early Warning System.
- Assisted in the City obtaining a \$2 billion settlement with FEMA, which has been hailed as the largest single payment for infrastructure repairs ever made.
- Provided legal advice with respect to the Hire NOLA ordinance.
- Drafted templates for various contracts for continued use by the Department of Public Works and Capital Projects Administration.

**Cotchett, Pitre & McCarthy, LLP**, New York, NY  
Senior Litigation Associate

**June 2009 – June 2013**

Managing attorney of New York office of 30-attorney Bay Area-based litigation firm. Handled every aspect of pretrial litigation for several complex cases in federal and state courts. Frequently argued dispositive and non-dispositive motions and handled court proceedings, conferences, and hearings. Took and defended depositions of fact and expert witnesses. Drafted memoranda of law underlying motions and oppositions. Engaged in extensive document discovery in financial fraud, securities, and antitrust cases. Investigated potential claims and drafted complaints and amended complaints alleging violations of securities, antitrust, and consumer protection laws. Negotiated settlements, including attending mediations. Analyzed and interpreted federal and state statutes and researched complex legal issues, including analysis of judicial decisions. Managed tasks independently with minimal or no guidance and collaboratively, drawing upon excellent oral and written communication skills, from inception to conclusion in highly demanding environment.

Notable experience:

- Deposed the former COO and President of Lehman Brothers as well as other key witnesses in a securities fraud action brought on behalf of several California public entities against Lehman Brothers' former officers and directors and external auditor pending in the Southern District of New York.
- Second-chaired four-day class certification evidentiary hearing in *In re Freddie Mac Securities Litigation* pending in the Southern District of New York.

# IMTIAZ A. SIDDIQUI

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- Conducted key expert deposition of economist on issue of market efficiency in *Freddie Mac* action and depositions of key fact witnesses in breach of fiduciary action in California federal court.
- Conducted interviews of cooperating amnesty applicant's employees in the U.S. and Europe in antitrust action.
- Drafted successful oppositions to motion to dismiss in *Freddie Mac* action and in large antitrust action pending in the Eastern District of New York; drafted successful briefing in support of motion for appointment as lead plaintiff, involving novel issues, in *In re BP Securities Litigation* pending in the Southern District of Texas.
- Was primarily responsible for the firm's four Madoff-related cases pending in New York state court, including all aspects of discovery; motion practice, oral argument, and other court appearances; settlement negotiations; and coordination with federal district and bankruptcy courts and counsel.

**Lovell Stewart Halebian Jacobson LLP**, New York, NY  
Litigation Associate

**January 2006 – May 2009**

Handled day-to-day management of several antitrust and securities class actions from inception through all phases of pretrial litigation, including drafting complaints, motion practice, federal appellate practice, discovery, and settlement. Notable experience:

- Drafted successful oppositions to motions to dismiss in large securities and antitrust actions and memorandum of law in support of successful motion for class certification in real estate price-fixing case.
- Drafted portions of appellate briefs submitted to the U.S. Supreme Court, in *Credit Suisse (USA) Sec. v. Billing*, and the U.S. Courts of Appeals for the Second, Sixth, and Ninth Circuits.
- Second-chaired depositions, conducted expert discovery, drafted document requests, subpoenas, and responses and objections to document requests, participated in FRCP 26(f) conferences, and managed document reviews.
- Participated in settlement negotiations, drafted settlement agreements, assisted with settlement mediations, and assisted with obtaining preliminary and final court approval of settlements.

## ADMISSION

Louisiana, 2013 (Bar No. 35321) (passed July 2013 Louisiana State Bar Examination)  
New York, 2004 (Bar No. 4223764) (passed July 2003 New York State Bar Examination)  
U.S. Courts of Appeals, Sixth Circuit, 2008, Second Circuit (presently inactive), 2009, Fifth Circuit, 2016  
U.S. District Courts, Eastern District of Louisiana, 2015, Middle and Western Districts of Louisiana, 2016  
U.S. District Courts, Southern and Eastern Districts of New York, 2005 (presently inactive)

## EDUCATION

**Tulane Law School**, New Orleans, LA

Juris Doctor, *cum laude*, 2003

Activities: Student Attorney, Tulane Civil Litigation Clinic, 2002-03

Editor-in-Chief, *Tulane Journal of Technology and Intellectual Property*, Volume 5

Author, *Dial One of the Mid-South, Inc. v. BellSouth Telecommunications, Inc.: The Fifth Circuit Rejects Incorporation of Actual Malice into Lanham Act*, 4 Tul. J. Tech. & Intell. Prop. 245 (Spring 2002)

Volunteer, Louisiana Volunteer Attorneys for the Arts, 2002-03

**The College of New Jersey (formerly Trenton State College)**, Ewing, NJ

Bachelor of Science in Biology, Minor in Chemistry, 1998

Honors: New Jersey Edward J. Bloustein Distinguished Scholar

Chase Manhattan Bank Scholarship Recipient

## OTHER QUALIFICATIONS

**A.A. White Dispute Resolution Center, University of Houston Law Center**, Houston, TX (approved in LA)  
Completion of 40-hour Basic Mediation Training: September 9-11 & 16-18, 2022 (via live video conference)



**PROFESSIONAL AFFILIATIONS**

Member, Quality Assurance Review Advisory Committee, Office of Independent Police Monitor  
Board Member, Athlos Academy of Jefferson Parish (Inaugural Academic Year: 2018-2019)  
Arbitrator, National Arbitration Mediation and Financial Industry Regulatory Authority  
Adjunct Faculty, Loyola New Orleans College of Law Skills Course Instructor  
Adjunct Faculty, Tulane Law School Intersession Civil Litigation Track  
Board Member, American Inn of Court, Tulane Law Chapter  
U.S. Court of Appeals for the Fifth Circuit Pro Bono Panel  
Mediator, Louisiana Civil Mediator Registry (*pending*)  
Federal Bar Association Pro Bono Panel, EDLA  
Adjunct Faculty, Tulane Law Trial Advocacy  
Fellow, American Bar Foundation  
Louisiana State Bar Association  
New Orleans Bar Association  
American Bar Association  
Federal Bar Association  
Pro Bono Project