



CENTRALBIDDING
FROM CENTRAL AUCTION HOUSE

**SOQ 23-005 Hearing Officer for the Bureau of Administrative
Adjudication**
Jefferson Parish Government

Project documents obtained from www.CentralBidding.com

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General Professional Services Questionnaire Instructions

- The General Professional Services Questionnaire shall be used for all professional services except outside legal services and architecture, engineering, or survey projects.
- **The General Professional Services Questionnaire should be completely filled out. Complete and attach ALL sections. Insert “N/A” or “None” if a section does not apply or if there is no information to provide.**
- Questionnaire must be signed by an authorized representative of the Firm. Failure to sign the questionnaire shall result in disqualification of proposer pursuant to J.P. Code of Ordinances Sec. 2-928.
- All subcontractors must be listed in the appropriate section of the Questionnaire. Each subcontractor must provide a complete copy of the General Professional Services Questionnaire, applicable licenses, and any other information required by the advertisement. Failure to provide the subcontractors' complete questionnaire(s), applicable licenses, and any other information required by the advertisement shall result in disqualification of proposer pursuant to J.P. Code of Ordinances Sec. 2-928.
- If additional pages are needed, attach them to the questionnaire and include all applicable information that is required by the questionnaire.

General Professional Services Questionnaire

A. Project Name and Advertisement Resolution Number:

SOQ 23-005 Hearing Officer for the Bureau of Administrative Adjudication
Resolution No. 140836

B. Firm Name & Address:

Mentz | Simmons Law Group, L.L.C.
3700 Orleans Ave. Suite 105
New Orleans, LA 70119

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:

Jane Faia Mentz, Partner
Mentz | Simmons Law Group, L.L.C.
3700 Orleans Ave. Suite 105
New Orleans, LA 70119
Tel. 504-766-6786
Email: jane@mentzsimmsonslaw.com

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

Mentz | Simmons Law Group, L.L.C.
3700 Orleans Ave. Suite 105
New Orleans, LA 70119

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.		
3.		
4.		
5.		

General Professional Services Questionnaire

I. Please specify the total number of support personnel that may assist in the completion of this Project:
0

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.

PROFESSIONAL NO. 1

Name & Title:

Jane Faia Mentz, Partner
Mentz | Simmons Law Group, L.L.C.

Name of Firm with which associated:

Mentz | Simmons Law Group, L.L.C.
3700 Orleans Ave. Suite 105
New Orleans, LA 70119
Tel. 504-766-6786
Email: jane@mentzsimmmonslaw.com

Description of job responsibilities:

See attached Statement of Qualifications.

Years' experience with this Firm:

4

Education: Degree(s)/Year/Specialization:

Juris Doctor/1985/Civil Law
Louisiana State Bar Association
Jefferson Bar Association

Other experience and qualifications relevant to the proposed Project:

Please see attached resume.

General Professional Services Questionnaire

PROFESSIONAL NO. 2

Name & Title:

N/A

Name of Firm with which associated:

Description of job responsibilities:

Years' experience with this Firm:

Education: Degree(s)/Year/Specialization:

Other experience and qualifications relevant to the proposed Project:

General Professional Services Questionnaire

PROFESSIONAL NO. 3

Name & Title:

N/A

Name of Firm with which associated:

Description of job responsibilities:

Years' experience with this Firm:

Education: Degree(s)/Year/Specialization:

Other experience and qualifications relevant to the proposed Project:

General Professional Services Questionnaire

PROFESSIONAL NO. 4

Name & Title:

N/A

Name of Firm with which associated:

Description of job responsibilities:

Years' experience with this Firm:

Education: Degree(s)/Year/Specialization:

Other experience and qualifications relevant to the proposed Project:

General Professional Services Questionnaire

PROFESSIONAL NO. 5

Name & Title:

N/A

Name of Firm with which associated:

Description of job responsibilities:

Years' experience with this Firm:

Education: Degree(s)/Year/Specialization:

Other experience and qualifications relevant to the proposed Project:

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

Project Name, Location and Owner's contact information:	Description of Services Provided:
N/A	
Length of Services Provided:	Cost of Services Provided:

PROJECT NO. 2

Project Name, Location and Owner's contact information:	Description of Services Provided:
N/A	
Length of Services Provided:	Cost of Services Provided:

General Professional Services Questionnaire

PROJECT NO. 3	
Project Name, Location and Owner's contact information:	Description of Services Provided:
N/A	
Length of Services Provided:	Cost of Services Provided:

PROJECT NO. 4	
Project Name, Location and Owner's contact information:	Description of Services Provided:
N/A	
Length of Services Provided:	Cost of Services Provided:

General Professional Services Questionnaire

PROJECT NO. 5

Project Name, Location and Owner's contact information:	Description of Services Provided:
N/A	
Length of Services Provided:	Cost of Services Provided:

PROJECT NO. 6

Project Name, Location and Owner's contact information:	Description of Services Provided:
N/A	
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:
N/A	
Length of Services Provided:	Cost of Services Provided:

PROJECT NO. 8

Project Name, Location and Owner's contact information:	Description of Services Provided:
N/A	
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:
N/A	
Length of Services Provided:	Cost of Services Provided:

PROJECT NO. 10

Project Name, Location and Owner's contact information:	Description of Services Provided:
N/A	
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.		

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

See attached Statement of Qualifications.

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

Signature: _____

Print Name: _____

Title: _____

Date: _____

[Handwritten Signature]
[Handwritten Title: Partnered Meutz Simmons Law Group, L.L.C.]
 Print Name: Jane Faust Meutz
 Date: March 3, 2023

**STATEMENT OF QUALIFICATIONS TO
JEFFERSON PARISH PURCHASING DEPARTMENT**

TO: Donna Evans
DMEvans@jeffparish.net

SUBJECT: SOQ-23-005 Hearing Officer for the Bureau of Administrative Adjudication
Resolution No. 140836

DATE: 3/3/2023

FROM: Jane Faia Mentz
Mentz | Simmons Law Group, L.L.C.
3700 Orleans Ave. Suite 105
New Orleans, LA 70119
504-766-6786
jane@mentzsimmsonslaw.com

Donna Evans
Jefferson Parish Purchasing Department
DMEvans@jeffparish.net

RE: Bid Number: JPP-SOQ-23-005
Description: Hearing Officer for the Bureau of Administrative Adjudication
Bid Opening Date: March 3, 2023

Dear Ms. Evans:

The undersigned, Jane Faia Mentz, submits the attached Statement of Qualifications and this proposal to sit as an ad hoc hearing officer for the Bureau of Administrative Adjudication to adjudicate cases referred to the Bureau of Administrative Adjudication on the West Bank of Jefferson Parish.

As a practicing attorney with an entire career dedicated to real estate and/or related matters, which include ensuring compliance with law, I am very familiar with the Jefferson Parish Code of Ordinances, the Jefferson Parish Department of Inspection and Code Enforcement and the Jefferson Parish Department of Property Maintenance Zoning and Quality of Life. I believe that my experience as a real estate attorney that routinely examines titles to property in Jefferson Parish and handles the drafting and execution of

documents that ensure compliance and/or resolution of title matters so that the properties could be transferred, re-subdivided, sold or developed, I am uniquely qualified. I have the necessary experience representing a multitude of clients, including developers and owners in all types of matters pertaining to their properties, both single and multi-family properties, in Jefferson Parish, which demonstrates that I have a working knowledge of the blight and code enforcement issues surrounding neighborhoods on the West Bank of Jefferson Parish.

I have the experience, knowledge and qualifications, to provide the required services, including past governmental regulatory experience. I am qualified and have served as a Foreclosure Commissioner for the U. S. Department of Housing and Urban Development. I have appeared at hearings before a Hearing Officer for the Bureau of Administrative Adjudication and other authorities in Jefferson Parish, on behalf of clients and advised and counseled clients as to the requirements of compliance with the Jefferson Parish Code of Ordinances and the Department of Inspection and Code Enforcement.

I have the ability to respond to Jefferson Parish's needs on a timely basis, including weekly hearings of at least two (2) dockets per week and if chosen for this role, I am committed to have an office for my law firm, Mentz | Simmons Law Group, L.L.C. on the Westbank, thereby confirming my commitment to my role as a Hearing Officer for the Bureau of Administrative Adjudication on the West Bank of Jefferson Parish.

I am accustomed to handling a high volume of work and have the knowledge of what would be needed whether it is a single-family home, multi-family property, vacant land, condominium, townhome, planned unit development or subdivision, whether fully developed or incomplete and new or repurposing projects. Our firm has the resources to manage an efficient and streamlined process.

Having over 37 years' experience that I can draw from, in my core business, as well as the infinite knowledge and expertise, I am uniquely qualified and tested in the requirements and rigors of what is necessary to be a Hearing Officer for the Bureau of Administrative Adjudication on the West Bank of Jefferson Parish.

Proposal Submission Date: 03/03/2023

All correspondence and requests for additional information should be forwarded to Jane Faia Mentz, Partner of Mentz | Simmons Law Group, L.L.C., 3700 Orleans Ave., Ste. 105 New Orleans, LA 70119, office 504-766-6786, cell 504-913-4405

QUALIFICATIONS OF JANE FAIA MENTZ

- High volume of file management, legal experience and resolution of title and or property matters of all types, whether it is a single-family home, multi-family property, vacant land, condominium, townhome, planned unit development or subdivision, whether fully developed or incomplete and new or repurposing projects, including the unique qualifications essential for a Hearing Officer for the Bureau of Administrative Adjudication for Jefferson Parish.
- Thirty - Seven (37) years' experience working as a real estate attorney, which has resulted in handling more than 10,000 properties and examining more than 20,000 titles for a multitude of purposes, including transfers, development, foreclosures, curative work or compliance.
- High-volume real estate practice that demands knowledge and expertise in federal, state and parish accountability and compliance
- Extensive experience managing large projects, which have required accurate accounting, reporting, tracking, and also provides experience with the electronic transmission of information and documents
- Maintains ongoing working relationship with the Clerks of Court of many parishes and delivers on a daily basis accurate and fully executed original documents for registration and recordation
- Licensed Louisiana Attorney in good standing with the Louisiana State Bar Association for 37 years.
- One of the Founding Members of the Louisiana State Bar Association Uniform Title Standards Committee in the creation of Louisiana Uniform Title Standards
- Consultant and Volunteer to the City of New Orleans Director of Blight Policy & Neighborhood Revitalization assisting with the blighted housing program's foreclosure procedure and the development of appropriate administrative guidance for administrative hearing officers
- Attorney for a Nonprofit developer that worked with New Orleans Redevelopment Authority as one of 56 agencies, receiving a \$30 million dollar grant, during the second phase of Housing and Urban Development's Neighborhood Stabilization Project, in which it successfully worked with a select consortium of nonprofit developers
- U.S. Department of Housing and Urban Development Foreclosure Commissioner
- Resume attached

All files received from Jefferson Parish Purchasing Department will be opened and managed through our firm's software, which allows for all tasks related to files opened to be monitored and organized to ensure all work is completed efficiently, correctly, and in a timely manner.

FEE SCHEDULE:

<u>Service</u>	<u>Fee</u>
Per Hearing	\$150 per case
Monthly based on an average case number per month of 100	\$8000.00 per month

Submitted by:



Jane Fata Mentz

Mentz | Simmons Law Group, L.L.C.

3700 Orleans Ave. Suite 105

New Orleans, LA 70119

504-766-6786

jane@mentzsimmonslaw.com

Jane Faia Mentz

Education

Loyola University School of Law – New Orleans, LA
Juris Doctorate, May 1985
Admitted, October 1985
Newcomb College of Tulane University – New Orleans, LA
Bachelor of Arts- American Studies, May 1982

Professional Profile

Jane Faia Mentz is a Partner of Monarch Title, L.L.C. and Mentz|Simmons Law Group, L.L.C., a law firm with a state wide practice primarily in real estate and related matters but also handling all types of business, transactional and civil litigation matters. Ms. Mentz has been a practicing attorney in Louisiana since 1985. She is admitted to practice in the State of Louisiana and all Federal Jurisdictions. Ms. Mentz most recently, served as the Director, Health and Safety of UP Professional Solutions, llc. where she worked with the organization in the assessment and mitigation of the company's overall business risk in order to protect the assets of the company and managed the Human Resources and Safety departments. Ms. Mentz is uniquely equipped to handle all legal related matters for individuals and any size organization or entity.

Professional Employment History

Partner, Monarch Title, L.L.C. and Mentz|Simmons Law Group, L.L.C. May 2019 - Present

- ◆ As a Partner, Ms. Mentz's primary practice includes all aspects of real estate law including real estate development and related civil litigation matters. Matters include but are not limited to real estate development, closings, foreclosures, bankruptcy and real estate related litigation matters.
- ◆ Maintenance of a civil law practice with a consistent outstanding measurable performance in order to meet strategic goals and objectives of the firm

Director, Health and Safety of UP Professional Solutions, llc January 2013- April 2019

- ◆ As a Director, Ms. Mentz supports the organization in all legal related matters.
- ◆ As a Director, Ms. Mentz manages the Human Resources and Safety Departments of the organization. UP provides professional and technical staffing in the oil, gas and petrochemical industry in the Gulf South Region and California. UP has approximately 700 employees staffed at over 50 various client sites, including such clients as ExxonMobil, Shell, Motiva, Valero and Entergy.
- ◆ Offers collaboration and support in creating success for the organization in its entirety.

General Counsel and Director of
Legal Services for Make It Right Foundation November 2008-December 2012

- ◆ As General Counsel and Director of Make It Right, Ms. Mentz counsels the organization and provides the following services as occasion may require:
 - Evaluation and execution and compliance re: contracts for Make It Right Foundation, Make It Right-New Orleans, LLC, Make It Right – New Orleans Housing, LLC, and Make It Right- Solar, Inc. as occasion may require ensuring consistency and compliance to legal and industry standards.
 - Directs and monitors all acquisition and development opportunities, including compliance with local ordinances and restrictions, and development for all projects, in accordance with same, including the Lower 9th Ward of New Orleans, Louisiana, Fort Peck Indian Reservation, Montana and Manheim Park Kansas City, Missouri.

Jane Faia Mentz

- Maintenance and compliance of the Make It Right Homeownership Program, on all projects including the project in the Lower 9th Ward of New Orleans, Louisiana; Fort Peck Indian Reservation, Montana and Manheim Park Kansas City, Missouri. Coordinate and facilitate Homeowner Services' efforts with all parties, including mortgage lenders and title companies to ensure that the mission of homeownership is accomplished.

Managing Partner of Shapiro & Mentz, L.L.P., Attorneys at Law

August 1989-October 2008

President of First Financial Title Agency Louisiana, Inc.

- ◆ Supervision of the Louisiana law office and its personnel.; approximately 30 staff members, including associate attorneys and administrative staff
- ◆ The statewide practice of the law firm included all aspects of real estate law. Matters included but were not limited to real estate closings, foreclosures, bankruptcy and real estate related litigation matters.
 - Expertise includes title examinations, resolution of title issues, including any and all encumbrances or conditions as to the property, and issuance of title insurance policies.
- ◆ Management of the Louisiana office required team leadership and maintenance of a law practice with a consistent outstanding measurable performance in order to meet strategic goals and objectives of the firm
- ◆ The Managing Partner sought and identified opportunities for the growth of the firm in Louisiana

Smith-Martin, Attorneys at Law

January 1988-August 1989

- ◆ Management, title examinations and closings for Stewart Title of Louisiana.
- ◆ Practice of law including collections, bankruptcies, foreclosures and real estate matters.

Stewart Title of Louisiana, Inc.

July 1985-January 1988

- ◆ Duties included title examinations, residential and commercial real estate closings, preparation of documents in connection with closings, and coordination and supervision of work of Abstractor and Junior Attorney.

General Practice of Law as a Sole Practitioner

October 1985-January 1988

- ◆ Maintained private law practice while employed by Stewart Title of Louisiana, Inc.
- ◆ Practice included successions, personal injury, foreclosures, and real estate law.

Organizations and Achievements

- ◆ New Orleans Bar Association – Fleur de Lis Member
- ◆ Louisiana State Bar Association
- ◆ New Orleans Bar Association and Jefferson Parish Bar Association
- ◆ Loyola Law School Alumnae Board – Former Board Member
- ◆ Kappa Alpha Theta Fraternity – Former Board Member
- ◆ Louisiana State Bar Foundation – Fellow
- ◆ Institute of Politics of Loyola University – Fellow
- ◆ YWCA – Woman of the Year Honoree