

Jefferson Parish SOQ 23-005
Ad Hoc Hearing Officer for the Bureau of
Administrative Adjudication

Statement of Qualifications
Submitted By:

THE LAW OFFICE OF VICTORIA HINES
Victoria Hines, Esq.

13704 North Cavelier Drive
New Orleans, LA 70129
Telephone: (504) 710-4757
Facsimile: (504) 335-1923
EMAIL: vjhineslaw@aol.com

THE LAW OFFICE OF VICTORIA HINES

email: vjhineslaw@aol.com

A LIMITED LIABILITY COMPANY

Off: (504) 710-4757
Fax: (504) 335-1923



13704 N. Cavelier Drive
New Orleans, LA 70129

March 3, 2023

Ms. Donna M. Evans, Buyer
Jefferson Parish Purchasing Department
200 Derbigny Street, Suite 4400
Gretna, LA 70053

RE: Jefferson Parish Public Notice SOQ 23-005 Ad Hoc Hearing Officer for the Bureau of Administrative Adjudication- STATEMENT OF QUALIFICATIONS

Dear Ms. Evans:

The Law Office of Victoria Hines is pleased to submit its Statement of Qualifications in response to the Jefferson Parish Public Notice SOQ 23-005 for **Ad Hoc Hearing Officer for the Bureau of Administrative Adjudication**. The following response evidences a unique skill set that will assist the Jefferson Parish's Bureau of Adjudication with its needs.

You will find that attorneys with real estate, litigation, regulatory compliance, and transaction expertise have been assembled and are prepared to:

- Effectively and efficiently adjudicate cases referred to the Bureau of Administrative Adjudication on the West Bank of Jefferson Parish; and
- Provide any other ancillary duties and responsibilities as requested

With years of experience in the above-referenced area, the Law Office of Victoria Hines is up to the challenge and confident that it will not only meet your needs, but also exceed your expectations. I look forward to the opportunity to serve Jefferson Parish in this capacity.

Sincerely,

A handwritten signature in cursive script that reads "Victoria Hines".

Victoria Hines, Esq.

THE LAW OFFICE OF VICTORIA HINES

email: vjhineslaw@aol.com

A LIMITED LIABILITY COMPANY

Off: (504) 710-4757
Fax: (504) 335-1923



13704 N. Cavelier Drive
New Orleans, LA 70129

TABLE OF CONTENTS

A. Proposer's Qualifications

B. Demonstrated ability to provide the required services, including past governmental regulatory experience

C. Demonstrated ability to respond to Jefferson Parish's needs on a timely basis, including weekly hearings of at least two (2) dockets per week

D. Familiarity with the Jefferson Parish Code of Ordinances, the Departments of Inspection and Code Enforcement and Property Maintenance Zoning/ Quality of Life and knowledge of blight and code enforcement issues surrounding neighborhoods on the West Bank of Jefferson Parish

E. Cost

F. Resumes

THE LAW OFFICE OF VICTORIA HINES

email: vjhineslaw@aol.com

A LIMITED LIABILITY COMPANY

Off: (504) 710-4757
Fax: (504) 335-1923



13704 N. Cavelier Drive
New Orleans, LA 70129

A.

Proposer's Qualifications

THE LAW OFFICE OF VICTORIA HINES

email: vjhineslaw@aol.com

A LIMITED LIABILITY COMPANY

Off: (504) 710-4757
Fax: (504) 335-1923



13704 N. Cavelier Drive
New Orleans, LA 70129

A. PROPOSER'S QUALIFICATIONS:

The attorneys referenced in this proposal have been licensed to practice law in the State of Louisiana a number of years and have extensive experience in areas of the law that will greatly service Jefferson Parish relative to the needed services which include but are not necessarily limited to: real estate, litigation, regulatory compliance, transaction, and other related services.

Victoria Hines has been licensed to practice law in the State of Louisiana for more than 17 years during which time she has gained a variety of experience in real estate transactions; advised local government and public agencies; and boards and commissions such as the New Orleans City Attorney's Office, New Orleans Redevelopment Authority (NORA) and New Orleans Redevelopment Unlimited, Inc. (NORU), the non-profit corporate affiliate of NORU.

Most recently, she has been working with Circular Consulting and its partnership with Jefferson Parish to aid the Housing Authority of Jefferson Parish and provide related services. In this capacity, Victoria has become familiar with many of the challenges faced by the West Bank of Jefferson Parish relative to eradicating blight; vacant structures; and preserving communities for the residents of the Parish.

Ms. Hines has been licensed to practice law in the State of Louisiana since April 2005. She is a Louisiana licensed Title Producer; and a member of the Louisiana Association of Independent Land Title Agents (LAILTA). Ms. Hines has completed 40 hours of Civil/ Commercial and Employment Law Mediation Training.

Jonas Nash, an attorney with Law Office of Victoria Hines, is an educator, and servant leader who continues to demonstrate an unwavering commitment to improving the lives of others. A proud native of New Orleans and its public school system, Jonas began honing his servant leadership skills while attending Joseph S. Clark High School. Despite many challenges, Jonas embraced the true meaning of being a student athlete leader while in high school. His approach to life's challenges positioned him for an opportunity that would change the trajectory of his life. He was offered a scholarship and an opportunity to take his talents on the on the football field to Ohio Wesleyan University in Delaware, Ohio.

While attending Ohio Wesleyan University, Jonas majored in Education and Black World Studies, played football, and served in leadership roles to many students led organizations. His leadership skills afforded him a unique opportunity to travel to Columbus, Ohio where he became a member of Omega Psi Phi Fraternity, Inc. Iota Psi Chapter at Ohio State University. After earning a Bachelor's of Arts from Ohio Wesleyan University, Jonas entered the classroom as an enthused social studies teacher.

THE LAW OFFICE OF VICTORIA HINES

email: vjhineslaw@aol.com

A LIMITED LIABILITY COMPANY

Off: (504) 710-4757
Fax: (504) 335-1923



13704 N. Cavelier Drive
New Orleans, LA 70129

His ability to quickly build healthy rapports with students and parents enhanced the teaching and learning in his classroom. Jonas exceled as a classroom teacher for five years and then transitioned to serving the residents of New Orleans as Director of Community Relations for New Orleans City Councilmember James Carter.

Mr. Nash has been licensed to practice law in the State of Louisiana since May 2017.

THE LAW OFFICE OF VICTORIA HINES

email: vjhineslaw@aol.com

A LIMITED LIABILITY COMPANY

Off: (504) 710-4757
Fax: (504) 335-1923



13704 N. Cavelier Drive
New Orleans, LA 70129

B.

***Demonstrated ability to provide the
required services, including past
governmental regulatory experience***

THE LAW OFFICE OF VICTORIA HINES

email: vjhineslaw@aol.com

A LIMITED LIABILITY COMPANY

Off: (504) 710-4757
Fax: (504) 335-1923



13704 N. Cavelier Drive
New Orleans, LA 70129

B. DEMONSTRATED ABILITY TO PROVIDE THE REQUIRED SERVICES:

The Law Office of Victoria Hines understands the importance and value of having experienced attorneys who understand the services needed; and who can successfully provide the requested services.

Ms. Hines spent several years at the New Orleans City Attorney's Office where she was an Assistant City Attorney for the Transactions Unit during which time she assisted in the drafting of ordinances, policies and procedures, and Requests for Qualifications to obtain hearing officers to adjudicate code enforcement matters and blighted properties.

Additionally, she managed several attorneys in the Transactions Unit; drafted, reviewed and amended contracts, Cooperative Endeavor Agreements (CEA), Memorandums of Understanding (MOU); met weekly with the City of New Orleans' Chief Administrative Officer and City of New Orleans Department Heads to discuss high level City affairs; prepared and/or reviewed Requests for Proposals, Requests for Qualifications and Invitations to Bid to obtain professional and non-professional services (respectively) on behalf of the City; drafted City ordinances, Mayoral Executive Orders and City policy on various matters which include but are not limited to: professional services procurement; the use of Community Development Block Grant to fund professional services; and Tax Increment Financing (TIF).

Ms. Hines' more than 10 years of experience as In-House Counsel and Staff Attorney of the New Orleans Redevelopment Authority (NORA) sharpened her knowledge and skill set in the areas of general litigation, public sector, procurement and compliance. In both of these capacities, she worked directly with NORA's Property Management to mitigate and manage any possible violations of the New Orleans Code of Ordinances relative to blight. This included but was not limited to: review of the New Orleans City Code of Ordinances; regular conversations on how to reduce instances of blighted properties; and communicating with the surrounding community; and

In both of these capacities, she has represented the Agency in civil and appellate litigation matters; drafted and managed lawsuits, motions, appellate briefs and other responsive pleadings; advised the Agency Board of Commissioners, its non-profit corporate affiliate; drafted contracts, MOUs, CEAs, Acts of Cash/Credit Sale; Agreements to Purchase, grant agreements, resolutions, ordinances, and any other legally binding documents; responded to real estate inquiries; managed multiple title closing attorney firms; identified and resolved title issues for immovable property; managed outside counsel; drafted Requests for Proposals,

THE LAW OFFICE OF VICTORIA HINES

email: vjhineslaw@aol.com

A LIMITED LIABILITY COMPANY

Off: (504) 710-4757
Fax: (504) 335-1923



13704 N. Cavelier Drive
New Orleans, LA 70129

Requests for Qualifications and Invitations to Bid to obtain professional and non-professional services (respectively) for programs funded with Community Development Block Grant funds and FEMA funds; drafted DBE policy and helped ensure compliance; drafted procurement policies and procedures to ensure compliance with all CDBG/ HUD and FEMA, local and state regulations; drafted policy on public records requests; and responded to requests for information on behalf of NORA.

Mr. Nash has extensive compliance and regulatory experience. In one of his most current engagements, he works with Circular Consulting to provide aide to the Jefferson Parish Housing Services Development District (JPHSDD) where he monitors federal housing matters to help ensure compliance with HUD regulations, the Code of Federal Regulations (CFR), and state and local requirements and ordinances. Additionally, Mr. Nash serves as an Ad Hoc Hearing Officer for the JPHSDD to adjudicate appeals filed by applicants; and clients of the Housing Choice Voucher Program (HCVP).

He assisted in the drafting of legislation to address Section 3 and low to moderate income workforce development.

THE LAW OFFICE OF VICTORIA HINES

email: vjhineslaw@aol.com

A LIMITED LIABILITY COMPANY

Off: (504) 710-4757
Fax: (504) 335-1923



13704 N. Cavelier Drive
New Orleans, LA 70129

C.

***Demonstrated ability to respond to
Jefferson Parish's needs on a timely basis,
including weekly hearings of at least two
(2) dockets per week***

THE LAW OFFICE OF VICTORIA HINES

email: vjhineslaw@aol.com

A LIMITED LIABILITY COMPANY

Off: (504) 710-4757
Fax: (504) 335-1923



13704 N. Cavelier Drive
New Orleans, LA 70129

C. DEMONSTRATED ABILITY TO TIMELY RESPOND:

We are available and committed to providing timely responses to the Jefferson Parish Bureau of Administrative Adjudication. The Law Office of Victoria Hines is prepared to dedicate a minimum of two (2) days a week to the Bureau of Administrative Adjudication to hear any and all matters on the docket. For each day the Law Office of Victoria Hines dedicates to these matters, a minimum of eight (8) hours will be made available to the Jefferson Parish Bureau of Administrative Adjudication.

THE LAW OFFICE OF VICTORIA HINES

email: vjhineslaw@aol.com

A LIMITED LIABILITY COMPANY

Off: (504) 710-4757
Fax: (504) 335-1923



13704 N. Cavelier Drive
New Orleans, LA 70129

D.

Familiarity with the Jefferson Parish Code of Ordinances, the Departments of Inspection and Code Enforcement and Property Management Zoning/ Quality of Life and knowledge of blight and code enforcement issues surrounding neighborhoods on the West Bank of Jefferson Parish

THE LAW OFFICE OF VICTORIA HINES

email: vjhineslaw@aol.com

A LIMITED LIABILITY COMPANY

Off: (504) 710-4757
Fax: (504) 335-1923



13704 N. Cavelier Drive
New Orleans, LA 70129

D. FAMILIARITY WITH THE JEFFERSON PARISH CODE OF ORDINANCES:

The Law Office of Victoria Hines is familiar with the Jefferson Parish Code of Ordinances and the challenges experienced by the West Bank of Jefferson Parish relative to blight, property maintenance and vacant structures. Both attorneys have assisted with revising and updating the Parish's Section 3 policy to help ensure compliance with federal regulations. Additionally, in each of their respective roles with Circular Consulting and Jefferson Parish, Ms. Hines and Mr. Nash have reviewed the ordinances relative to property management and blight to ensure the residents residing at the Acre Road property owned managed by the Housing Authority of Jefferson Parish. Furthermore, the attorneys have utilized the referenced ordinances to determine whether clients in the HCVP are relocating to adequate and safe affordable housing.

Based upon the above, we are confident that we can quickly, adequately and effectively apply the ordinances and corresponding policies to matters we adjudicate.

THE LAW OFFICE OF VICTORIA HINES

email: vjhineslaw@aol.com

A LIMITED LIABILITY COMPANY

Off: (504) 710-4757
Fax: (504) 335-1923



13704 N. Cavelier Drive
New Orleans, LA 70129

E.

Cost

THE LAW OFFICE OF VICTORIA HINES

email: vjhineslaw@aol.com

A LIMITED LIABILITY COMPANY

Off: (504) 710-4757
Fax: (504) 335-1923



13704 N. Cavelier Drive
New Orleans, LA 70129

E. COST

The Law Office of Victoria Hines understands the importance of being prudent stewards of public funds and as such proposes the following rates for this engagement:

Per case	\$95.00
----------	---------

Flat monthly fee	\$9,500.00 (based upon 100 cases per month)
------------------	---

THE LAW OFFICE OF VICTORIA HINES

email: vjhineslaw@aol.com

A LIMITED LIABILITY COMPANY

Off: (504) 710-4757
Fax: (504) 335-1923



13704 N. Cavelier Drive
New Orleans, LA 70129

F.

Resumes

THE LAW OFFICE OF VICTORIA HINES

email: vjhineslaw@aol.com

A LIMITED LIABILITY COMPANY

Off: (504) 710-4757

Fax: (504) 335-1923



13704 N. Cavelier Drive
New Orleans, LA 70129

VICTORIA HINES, ESQ.

Education

2000-2003	Southern University Law Center	Baton Rouge, LA
	<ul style="list-style-type: none">▪ Juris Doctor▪ Graduated May 2003▪ Admitted to the Louisiana State Bar April 11, 2005▪ Notary Public	
1996-2000	Winston-Salem State University	Winston-Salem, NC
	<ul style="list-style-type: none">▪ B.A., English▪ Graduated May 2000▪ Graduated Cum Laude	

License/Training

09/2022	Louisiana Title Producer License	Baton Rouge, LA
03/2017	Civil/ Commercial & Employment Mediation Training (40 Hours)	New Orleans, LA
05/2016	URA and CDBG 104(d) Compliance Training	Baton Rouge, LA
04/2005	Louisiana Supreme Court (License to Practice Law)	New Orleans, LA

Experience

02/2010-Current	Law Office of Victoria Hines, LLC	New Orleans, LA
	President <ul style="list-style-type: none">▪ Represent clients in the following areas of law: real estate, civil litigation, tax sales, regulatory and compliance, procurement, expungements, family law, and municipal and traffic matters▪ Review and/or draft contracts, and any other legally binding documents; and▪ Conduct research and opine on various legal issues	
01/2022-Current	Circular Consulting, LLC	New Orleans, LA
	General Counsel <ul style="list-style-type: none">▪ Advise the President as needed and/or requested;▪ Review and/or draft contracts, and any other legally binding documents;▪ Conduct research and opine on various legal issues;▪ Prepare proposals in response to Requests for Proposals/Qualifications▪ Help ensure compliance and provide general oversight regarding procurement and adherence to program regulations; and▪ Perform any other ancillary duties and responsibilities as requested	

01/2017-02/2021 New Orleans Redevelopment Authority New Orleans, LA

In-House Counsel

- Manage (file lawsuits, defend NORA in lawsuits) all real estate and general litigation matters;
- Prepare lawsuits, motions, appellate briefs and other responsive pleadings;
- Conduct research and opine on various legal issues;
- Advise the Board, non-profit Board and staff as needed and/or requested;
- Review and/or draft contracts, MOUs, CEAs, Acts of Cash/Credit Sale; Agreements to Purchase, mortgages, promissory notes, grant agreements, resolutions, ordinances, and any other legally binding documents;
- Review title commitments for the disposition and purchase of immovable property;
- Cure immovable property title issues;
- Prepare and/or review Requests for Proposals, Requests for Qualifications and Invitations to Bid to obtain professional and non-professional services (*respectively*) for programs funded with Community Development Block Grant funds and FEMA funds;
- Help ensure federal program compliance and provide general oversight regarding procurement and adherence to federal program regulations; and
- Perform any other ancillary duties and responsibilities as requested

08/2010-12/2016 New Orleans Redevelopment Authority New Orleans, LA

Staff Attorney

- Represent NORA in civil and appellate litigation matters;
- Prepare and manage lawsuits, motions, appellate briefs and other responsive pleadings;
- Conduct research and opine on various legal issues;
- Advise the NORA Board, non-profit Board and staff as needed and/or requested;
- Review and/or draft contracts, MOUs, CEAs, Acts of Cash/Credit Sale; Agreements to Purchase, grant agreements, resolutions, ordinances, and any other legally binding documents;
- Review title commitments for the disposition and purchase of immovable property;
- Cure immovable property title issues; and
- Prepare and/or review Requests for Proposals, Requests for Qualifications and Invitations to Bid to obtain professional and non-professional services (*respectively*) for programs funded with Community Development Block Grant funds and FEMA funds

03/2020-Current VJH Consulting, LLC

New Orleans, LA

Owner

- Provide grant management advice for FEMA Public Assistance grants;
- Assist applicants gather, prepare and submit Requests for Public Assistance applications to GOHSEP and FEMA;
- Prepare, manage and maintain procurement (ITBs, RFPs, Small Purchase) of contractors, architect and other necessary vendors;
- Draft and/ or review contracts between applicants and vendors as needed;
- Draft correspondence to GOHSEP and FEMA as needed; and
- Provide any other ancillary duties and responsibilities as needed

Program Manager

- Facilitate and participate in project calls with GOHSEP and FEMA for FEMA Public Assistance grant recipient;
- Schedule and participate in site inspections of damaged facilities;
- Prepare, manage and maintain procurement (ITBs, RFPs, Small Purchase) of contractors, architect and other necessary vendors;
- Draft contracts between the project owner and contractor/vendors;
- Assist with grant closeout and/or audit; and
- Provide any other ancillary duties and responsibilities as needed

Assistant City Attorney, Transactions Unit

- Draft, review and amend contracts, Cooperative Endeavor Agreements (CEA), Memorandums of Understanding (MOU) and any other binding agreements for execution by the Mayor or City Council;
- Assist in training new Assistant City Attorneys;
- Prepare and/or review Requests for Proposals, Requests for Qualifications and Invitations to Bid to obtain professional and non-professional services (*respectively*) on behalf of the City;
- Draft correspondence addressing and/or responding to various legal matters as required;
- Work with City departments on various projects, initiatives and recovery matters such as the Hazard Mitigation Grant Program (HMGP);
- Advise various City committees and public benefit corporations such as the Economic Development Advisory Committee, State and Local Disadvantaged Business Enterprise (SLDBE) and New Orleans Building Corporation on City policy, procurement and other matters as needed;
- Draft City ordinances, Mayoral Executive Orders and City policy on various matters which include but are not limited to: professional services procurement; the use of Community Development Block Grant to fund professional services; and Tax Increment Financing (TIF);
- Draft opinions and memoranda regarding legal matters which include but are not limited to those issues relating to the Home Rule Charter of the City of New Orleans;
- Assist the City Attorney with special projects;
- Serve as essential personnel during declared emergencies; and
- Provide any other ancillary services as requested by the City Attorney

Assistant District Attorney

- Trial attorney for juvenile cases involving felony and misdemeanor matters;
- Prepare and argue legal pleadings and research; and
- Trial attorney in Magistrate Court

Professional Associations/ Affiliations

Louisiana State Bar Association

New Orleans Bar Association, Property Committee

Greater New Orleans Louis A. Martinet Society

Louisiana Association of Independent Land Title Agents (LAILTA)

THE LAW OFFICE OF VICTORIA HINES

email: vjhineslaw@aol.com

A LIMITED LIABILITY COMPANY

Off: (504) 710-4757
Fax: (504) 335-1923



13704 N. Cavelier Drive
New Orleans, LA 70129

JONAS K. NASH, ESQ.

Education

- | | | |
|-----------|---|-----------------|
| 2012-2015 | Southern University Law Center | Baton Rouge, LA |
| ▪ | Juris Doctor | |
| ▪ | Graduated May 2015 | |
| ▪ | Admitted to the Louisiana State Bar May 17, 2017 | |
| ▪ | Notary Public | |
| 2003-2005 | Ashland University | Columbus, OH |
| ▪ | Bachelor's Plus Program: Education Middle Grades Concentration: English & Social Studies Graduated May 2000 | |
| 1998-2002 | Ohio Wesleyan University | Delaware, OH |
| ▪ | Bachelor of Arts | |

License/Training

- | | |
|---------|--|
| 05/2017 | Louisiana Supreme Court
(License to Practice Law) |
| 10/2022 | United States District Court Eastern District of Louisiana |

Experience

- | | | |
|-------------------|---------------------------------------|-----------------|
| 01/2022 – Present | The Law Office of Victoria Hines, LLC | New Orleans, LA |
|-------------------|---------------------------------------|-----------------|

Attorney

- Conduct research and analysis of various legal issues;
- Interpret laws, ruling and regulations for individuals and businesses;
- Perform any other tasks as directed.

- | | | |
|-------------------|--------------------|-----------------|
| 02/2017 - Present | J.K. Nash Law, LLC | New Orleans, LA |
|-------------------|--------------------|-----------------|

Member Manager

- Represent clients in the following areas of law: civil litigation, criminal, expungements, family law, and municipal and traffic matters;
- Review contracts, and any other legally binding documents; and
- Conduct research and opine on various legal issues.

- | | | |
|-------------------|--------------------------|-----------------|
| 06/2017 - Present | Circular Consulting, LLC | New Orleans, LA |
|-------------------|--------------------------|-----------------|

Director of Regulatory & Legal Affairs

- Review contracts, and any other legally binding documents;
- Conduct research and opine on various legal issues;
- Manage various projects withing Circular's Portfolio
- Ensure compliance with federal, state, and local regulations, statutes, codes and ordinances; and
- Perform any other ancillary duties and responsibilities as directed.

08/2019 - 03/2021 9th J.D.C. Public Defender's Office Alexandria, LA

Defense Attorney

- Represented all indigent persons charged with felony crimes.
- Provided representation at all stages of the criminal court process Programs.
- Drafted motions, pleadings, and legal arguments.

05/2017 - 05/2018 EME Consulting Group, LLC LaPlace, LA

Compliance Officer

- Provided technical support and assistance with quasi-governmental agencies Disadvantaged Business Enterprises, Small Business Enterprises and Davis Bacon Programs.
- Ensured program compliance with federal laws such as Davis Bacon Act.
- Managed and monitored DBE and SBE performance through B2G Now software.

10/2016 - 01/2017 Marrero Middle School Harvey, LA

Teacher

- Taught 7th and 8th grade Social Studies.
- Assumed the daily responsibilities of a classroom teacher.

07/2015 – 05/2016 S. Baton Rouge Charter School Baton Rouge, LA

Teacher

- Taught 7th grade Social Studies with focus on early U.S. History.
- Assumed the daily responsibilities of a classroom teacher.

10/2013 - 06/2014 Crestworth Middle School Baton Rouge, LA

Administrator

- Assisted leadership team with student behavioral issues with an emphasis on improving school culture;
- Supported classroom teachers with implementing behavior modification and classroom management plans.

03/2012 - 06/2013 CeaseFire New Orleans New Orleans, LA

Program Manager

- Managed the day to day operations of a violence prevention program in Central City New Orleans.
- Managed an annual budget of \$550K.
- Supervised a staff of 10 case managers, interventionists and contractors.

05/2011 - 04/2012 New Orleans Day Reporting Center New Orleans, LA

Employment Specialist

- Assisted individuals on probation or parole obtain and retain meaningful employment;
- Developed and taught an employment readiness course twice a week; and
- Established and maintain relationships with employers of various industries.

05/2010 - 10/2010 KBK Enterprises, LLC New Orleans, LA

Director of Business Development

- Assisted individuals on probation or parole obtain and retain meaningful employment;
- Developed and taught an employment readiness course twice a week and
- Established and maintain relationships with employers of various industries.

08/2007 - 05/2010 New Orleans City Councilmember James Carter
New Orleans, LA

Director of Community Relations

- Liaised between local, state and federal legislative and executive branches of government to aid in Post Katrina recovery efforts;
- Planned and organized community meetings;
- Responded to constituent concerns or complaints.

Professional Associations/ Affiliations

Louisiana State Bar Association

New Orleans Bar Association,

I.D.E.A. Board Member, 2006

Omega Psi Phi Fraternity, Inc. 2000 – Present



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
22-Feb-2023 01:39:42 PM

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 Ad Hoc Hearing Officer for the Bureau of Administrative Adjudication; Resolution Number 140836

B. Firm Name & Address:

Law Office of Victoria Hines, LLC
13704 N. Cavelier Drive
New Orleans, LA 70129

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:

Victoria Hines, Esq., President
Telephone: 504-710-4757
Email: vjhineslaw@aol.com

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

Per the solicitation, hearings will be held on the West Bank of Jefferson Parish at a location to be determined by the Bureau of Administrative Adjudication. However, the principal office of the Law Office of Victoria Hines is located at 13704 N. Cavelier Drive, New Orleans, LA 70129.

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.		
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: <div style="border-bottom: 1px solid black; width: 100px; margin-top: 5px;">0</div>
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:
Victoria Hines, Esq., Attorney
Name of Firm with which associated:
Law Office of Victoria Hines, LLC
Description of job responsibilities:
Victoria Hines is the President and Owner of the Law Office of Victoria Hines and handles legal matters for the firm. She will serve as an Ad Hoc Hearing Officer for the Bureau of Administrative Adjudication.
Years' experience with this Firm:
Victoria Hines has been with the firm since she opened it in 2010.
Education: Degree(s)/Year/Specialization:
Law Degree, Licensed to practice law in the State of Louisiana since April 2005
Other experience and qualifications relevant to the proposed Project:
See the attached resume for Victoria Hines

General Professional Services Questionnaire

PROFESSIONAL NO. 2
Name & Title:
Jonas Nash, Esq., Attorney
Name of Firm with which associated:
Law Office of Victoria Hines, LLC
Description of job responsibilities:
Mr. Nash handles legal matters for the firm. He will serve as an Ad Hoc Hearing Officer for the Bureau of Administrative Adjudication.
Years' experience with this Firm:
Since January 2022
Education: Degree(s)/Year/Specialization:
Law Degree; Licensed to practice law in the State of Louisiana since May 2017
Other experience and qualifications relevant to the proposed Project:
See the attached resume

General Professional Services Questionnaire

PROFESSIONAL NO. 3
Name & Title:
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:
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:
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:
<p>Jefferson Parish Project to Provide Assistance to Housing Authority of Jefferson Parish</p> <p>Contact: Circular Consulting Brian P. Egana, President Telephone: 5043021626 Email: begana@circularconsultingllc.com</p>	<p>- provide related legal services; research and opine on Jefferson Parish Code of Ordinances regarding matters such as blight, property maintenance, Section 3; revise ordinances; draft policies; draft resolutions on behalf of the Jefferson Parish Housing Services Development District.</p>
Length of Services Provided:	Cost of Services Provided:
<p>April 2021 to Current</p>	<p>Per the Contract between Circular and Jefferson Parish</p>

PROJECT NO. 2

Project Name, Location and Owner's contact information:	Description of Services Provided:
<p>New Orleans Redevelopment Authority</p> <p>Contact: Brenda M. Breaux, Executive Director Telephone: 504-202-5149 Email: bbreaux@nola.gov</p>	<p>-Served as Staff Attorney and In-House Counsel. Handled matters related to: real estate, blighted properties, drafted policy and resolutions</p>
Length of Services Provided:	Cost of Services Provided:
<p>August 2010- March 2021</p>	

General Professional Services Questionnaire

PROJECT NO. 3	
Project Name, Location and Owner's contact information:	Description of Services Provided:
New Orleans City Attorney's Office Contact: Brenda M. Breaux 504-261-4914, former Deputy City Attorney	- Served as Assistant City Attorney; helped draft blight and code enforcement ordinances, resolutions, researched state statutes relative to code enforcement
Length of Services Provided:	Cost of Services Provided:
3.5 months	

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

PROJECT NO. 6	
Project Name, Location and Owner's contact information:	Description of Services Provided:
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:
Length of Services Provided:	Cost of Services Provided:

PROJECT NO. 8	
Project Name, Location and Owner's contact information:	Description of Services Provided:
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:
Length of Services Provided:	Cost of Services Provided:

PROJECT NO. 10	
Project Name, Location and Owner's contact information:	Description of Services Provided:
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	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.

Jefferson Parish
State of Louisiana

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

Signature: Victoria Hines Print Name: Victoria Hines, Esq.

Title: Attorney and President Date: March 3, 2023