

WINDSOR UNIFIED SCHOOL DISTRICT

REQUEST FOR PROPOSALS

FOR

LEGAL SERVICES (CEQA)

Request for Proposals Issued: August 7, 2015

Deadline for Submittal of Proposals: August 28, 2015

Request for Proposals (“RFP”) for Legal Services (CEQA)

I. OBJECTIVE

The Windsor Unified School District is a K-12 school district located in Sonoma County, California.

The Windsor Unified School District is in the process of evaluating real property for the purpose of establishing a new elementary school. An Environmental Impact Report will be prepared for this project.

The purpose of the RFP is to solicit proposals for specialized legal services related to the CEQA process for this project and any related litigation.

II. INSTRUCTIONS

Interested firms are invited to submit one original signed proposal and five (5) additional hard copies as provided below. The complete proposal, together with any additional materials, shall be enclosed in a sealed envelope addressed and delivered no later than 4:30 p.m. on August 28, 2015 to the following address:

Windsor Unified School District
9291 Old Redwood Hwy., Bldg. 500
Windsor, California 95492
Attn: Steve Jorgensen, Superintendent

The sealed envelope shall be marked on the outside lower left corner with the words “Legal Services RFP (CEQA).” It is the Proposer’s sole responsibility to ensure that the proposal is received prior to the scheduled closing time for receipt of proposals.

This Request for Proposals does not commit the Windsor Unified School District to award a contract or to pay any costs incurred in the preparation of a proposal responsive to this request. The District reserves the right to accept all or part of any proposal or to cancel in part or in its entirety this Request for Proposals. The District further reserves the right to accept the proposal that it considers to be in the best interest of the District in its sole discretion.

All requirements must be addressed in your proposal. All proposals, whether selected or rejected, shall become the property of the District and will be considered a public record.

III. SCOPE OF SERVICES

The District is seeking proposals for legal services with regard to CEQA review and potential CEQA litigation including:

- Provide advice, consultation and representation, as requested, regarding CEQA issues that relate to the new school project.
- Provide such other CEQA- related services as assigned.

IV. CONTENTS FOR PROPOSALS

The proposal must be clear, concise, complete, well organized, and demonstrate both respondent's qualifications and its ability to follow instructions. The quality of answers, not length of responses or visual exhibits, is important in the proposal.

The proposal shall be organized in the format listed below.

A. Submittal Letter

Include the RFP's title and submittal due date, the name, address, fax number and telephone number of the responding firm. Include a contact person and corresponding e-mail address. The letter shall state that the proposal shall be valid for a 60-day period and that the staff proposed is available immediately to work on this project. The person authorized by the firm to negotiate a contract with the District shall sign the cover letter.

B. Description of Firm and Assigned Attorney(s)

This section should provide an overview and history of your firm, and its practice in California, as well as the type of legal services for which your firm is submitting a proposal, and the approach that will be used in meeting the needs of the District. This section should also identify the name(s) of the attorneys who would work on this project.

C. Description of Experience of Assigned Attorney(s)

Use this section to indicate the areas of expertise of the assigned attorney regarding environmental law. Include the names of at least two (2) public agencies along with the name(s) of individuals familiar with your work and submitted as references, who can be contacted by District staff.

Identify relevant CEQA lawsuits the assigned attorney has worked on within the last three years as lead attorney and the outcome.

D. Fee Schedule

Describe in detail all fees to be charged, including hourly rates for each level of service by the assigned staff. Describe how you might adjust your fees for subsequent years of the contract. Describe in detail all charges for travel, telephone calls, and any other expenses to be separately billed. Identify billing increments (e. g. 1/10 hour, etc.)

E. Miscellaneous

Please provide the following additional information:

- Provide details of any litigation involving your Firm within the last five (5) years.
- A copy of Firm's Professional Liability Certificate of Insurance.

V. CONFLICTS OF INTEREST

No attorney or staff person performing services for the Windsor Unified School District shall have, directly or indirectly, any financial interest or personal interest relating to the project or the District other than the subject contract. This section also prohibits "apparent" conflicts of interest and conflicts involving family or sources of income.

VI. CONTRACT TERMINATION

At any time with or without cause, the District shall have the right, in its sole discretion, to terminate the agreement by giving thirty (30) days written notice to the firm.

VII. INDEPENDENT CONTRACTOR

The law firm, in the performance of this agreement, shall not be considered as officers or employees of the District.

VIII. SELECTION CRITERIA

A committee will evaluate and select the firm deemed to be the most highly qualified to perform the required services. The evaluation of proposals and the basis of award will be based on the review and analysis of numerous factors, which will include, but not be limited to, the following:

- Background and experience in providing the work as identified in the Scope of Services section of this RFP.
- Qualifications of personnel.
- References of work done of similar nature.
- Costs, including hourly rates for all levels of service and personnel, travel time costs, and costs for support services of work processing, copying, etc.

Upon evaluation of all submitted proposals, a limited number of Firms deemed most qualified to provide the requested legal services may be invited to present their qualifications and respond to questions from panel members. The final decision will be made by the District Board of Trustees. Thank you.