

AMBROSE RECREATION & PARK DISTRICT  
CONTRA COSTA COUNTY, CALIFORNIA

NOTICE INVITING  
PROPOSALS

**FOR SERVICES AS  
GENERAL COUNSEL  
FOR THE  
AMBROSE RECREATION &  
PARK DISTRICT**



Prepared by:  
**Ambrose Recreation & Park District**  
3105 Willow Pass Road  
Bay Point, CA 94565  
925-458-1601

**Request for Proposals (RFP)  
For Services as General Counsel  
for the Ambrose Recreation and Park District**

**1. PURPOSE**

The Ambrose Recreation and Park District (District) is soliciting proposals to select a firm or individual to serve as General Counsel. In this RFP the term “firm” will be used, although proposals from individuals will also be accepted and considered. The selected firm will be awarded a Professional Services Contract for a 36-month period with an option to continue service for one year, subject to a 30-day cancellation.

**2. SCOPE OF WORK**

The firm selected must be prepared to perform any and all services that are commonly performed for governmental entities, including but not limited to the following:

- a. Review Board meeting agendas for conformity with applicable law
- b. Attend Board meetings as directed by the District and advise on matters arising during the meeting
- c. Interpret laws, rulings and regulations as requested by the District
- d. Determine advisability of defending or prosecuting lawsuits
- e. Represent the District in litigation including administrative and legal proceedings
- f. Advise the District concerning transactions of District business, including internal affairs, real property matters and public works construction
- g. Advise on, approve and/or prepare District contracts
- h. Administer other personnel, labor and legal matters

**3. QUALIFICATIONS**

The firm selected must have depth and expertise on the variety of issues confronting the District. The attorney serving as General Counsel must be a member in good standing of the State Bar of California and able to represent the District in court. Relevant expertise of the firm selected as General Counsel should include, but not be limited to the following:

- a. Public Contract Code and other laws applicable to public construction work contracts
- b. Public Resources Code, as applicable to the District
- c. Ralph M. Brown Act compliance
- d. Land purchase contracts
- e. The California Public Records Act
- f. Conflict of interest issues
- g. Debt issuance and bond law
- h. Employee labor laws
- i. Litigation experience

#### 4. ACCESSIBILITY

Accessibility is very important to the District. It is the District's desire that the selected firm be able to have an attorney available by telephone anytime to provide legal assistance to the District.

#### 5. CONFLICTS OF INTEREST

The District is involved in numerous activities and does not want to hire a law firm that frequently has to recuse itself from issues due to conflicts of interest. Please address this issue in your proposal. Also, provide a statement identifying any potential conflicts of interest with other clients or interests of the firm.

The firm should identify and disclose any business relationship, direct or indirect, past, present or pending, with the City of Pittsburg or the County of Contra Costa, which are served, in part, by the District, or any other entity or individual that the firm believes warrants disclosure.

#### 6. REQUESTED INFORMATION

- a. Please provide the name, address and phone number of your firm's contact person for this Request for Proposal;
- b. Describe the expertise and relevant experience of the attorney(s)-in-charge who will conduct this work;
- c. Provide a description of your firm, including the size (number of attorneys) and areas of specialization. Include specific information on your offices in the San Francisco Bay and/or Sacramento areas;
- d. Provide the names and experience of each individual who would be assigned to work on this account;
- e. Provide 3 professional and appropriate references.

#### 7. COMPENSATION

- a. Describe how your firm proposes to be compensated for its services – on the basis of a retainer and/or time and expenses schedule. This portion of the information must be completed, as specified, or the entire informational package will be considered non-responsive.
  - i. Retainer: If a retainer based compensation schedule is desired, please provide a list of services and the respective retainer fee;
  - ii. Time and expense: If a time and expense compensation schedule is desired, please indicate the hourly rate by type of service and/or persons assigned said task;
  - iii. If a combination of a retainer and time and expense based compensation form is proposed, please provide as detailed an explanation as possible of what you propose;
  - iv. If another creative form of compensation is desired, please provide as detailed an explanation as possible of what you propose.

- b. All billings for legal services may be subject to audit by the District and/or independent auditors.

## 8. SELECTION PROCEDURE

- a. Informational Package: Each firm must submit a written information package, which must include the items requested below. Each section should be clearly defined and separated from the others.
  - i. Your firm's general approach to accomplishing the tasks described in SCOPE OF WORK. If your firm cannot perform one or more of the tasks indicated, describe how your firm will facilitate the completion of such tasks successfully;
  - ii. Your firm's qualifications as described in QUALIFICATIONS;
  - iii. Information requested in REQUESTED INFORMATION;
  - iv. Information requested under CONFLICTS OF INTEREST;
  - v. Your firm's proposed fee plan as requested in COMPENSATION;
  - vi. Any additional comments or statements, which will assist in the evaluation of your firm's information.
- b. Format: The information must be submitted in standard 8 ½ by 11-inch page format;
- c. Form: All informational packages must be in writing. The original transmittal document must be signed by someone authorized to execute legal documents on behalf of your firm. Please provide five (5) bound copies of the completed package, one unbound copy, and one pdf version on disc;
- d. Submittal: Mail proposals to:

Doug Long, General Manager  
Ambrose Recreation and Park District  
3105 Willow Pass Rd  
Bay Point, CA 94565  
Phone: (925) 458-1601  
E-mail: [dlong@ambroserec.org](mailto:dlong@ambroserec.org)

- e. Deadline: All proposals must in be in office of the District at the address indicated no later than **2:00 PM on Thursday, March 13, 2014**. Late proposals will not be accepted.
- f. Award: The award will be in the form of a Professional Services Contract(s) between the District and the selected firm and may incorporate portions of the proposal.
- g. Insurance Requirements: After selection the firm will be required to furnish evidence of the following insurance requirements:
  - i. Commercial General Liability Insurance with a combined single limit of no less than \$1,000,000 and a general aggregate limit of no less than \$2,000,000;
  - ii. Business or Comprehensive Automobile Liability Insurance for owned, scheduled, non-owned, or hired automobiles, with a combined single limit of no less than \$1,000,000 per accident;
  - iii. Professional Liability Insurance with limits of \$2,000,000 per claim and \$2,000,000 in the aggregate;

- iv. Employers' Liability Insurance with limits of \$1,000,000 per claim and \$1,000,000 in the aggregate;
- v. Workers' Compensation Insurance as required under the Workers' Compensation Insurance and Safety Act of the State of California.

#### 9. ADDITIONAL INFORMATION AND CHANGES

All requests for additional information should be made to the General Manager, in writing (fax and e-mail are acceptable). No oral modifications of this RFP are valid. Any approval of modifications must be by writing from the District's General Manager or designee.