

REQUEST FOR PROPOSALS
DISTRICT LEGAL SERVICES
For
CHEHALEM PARK AND
RECREATION DISTRICT

Open Date: September 1, 2023

Closing Date: October 25, 2023

Interviews: November 2023

(Service goal is to begin on January 1, 2024)

I. Introduction

The Chehalem Park and Recreation District is requesting proposals from attorneys or law firms to provide certain legal services to the District.

II. Scope of Work

The District intends to select a qualified attorney or attorneys to provide the following services:

- A. As routine services, Attorneys for District will upon request:
- Advise District officials on matters relating to District business.
 - Attend District Board meetings and other similar meetings as requested.
 - Prepare or review staff-developed ordinances, resolutions, contracts, agreements, leases, deeds, and related documents.
 - Provide legal opinions on matters relating to District activities.
 - Participate in the development of staff recommendations for action by the Board of Directors.
 - Make recommendations for updating existing District resolutions and other policies and practices.
 - Represent District in intergovernmental relations as directed.
 - Maintain appropriate records and files.
 - Perform related duties as necessary.
- B. As non-routine services, Attorneys for District will represent District in:
- Litigation and threatened litigation.
 - Proceedings before the state and federal courts, and administrative tribunals.
 - Proceedings before state and federal administrative agencies.
 - Perform related duties as necessary.

- C. Services performed by Attorneys for District do not include:
 - Work involving bond issues.
 - Areas of special expertise requiring outside counsel as the parties may mutually agree.

III. Selection Criteria

The proposals will be reviewed by the Board of Directors and Superintendent's Office. Final selection will be made by the Board of Directors. Selection will be based on the following criteria:

- A. Knowledge of general Special District law, contract law, land use law, and Oregon law governing Districts.
- B. Experience as a practicing attorney-at-law with experience in Special District law.
- C. Preference is for attorney and/or firm to have a location and/or experience in the District Boundaries. However, all qualified candidates are encouraged to apply. Candidates located outside the area should include details and options for virtual services and process for in-person visits within proposal.
- D. Ability to perform services in a timely, cost-effective, and thorough manner, and ability to interact well with the Board of Directors, District staff, District volunteers and residents.
- E. Cost of services.
- F. Adherence to proposal requirements laid out below.

IV. Proposal Requirements

Proposals from individuals or law firms will be considered. At a minimum, the proposal should include the following information:

- A. An overall introduction to the proposal, including a statement of your understanding of the work.
- B. Qualifications of you or your law firm and of your support staff (include number of staff) to perform the work. By way of example, you may wish to address some or all the following criteria:
 - 1) Law school (including year of graduation), year of admission to Oregon State Bar, and years of practice.
 - 2) Years of Special Districts, municipal or other public sector law practice as a full-time government attorney or specializing in special district, municipal or other public sector law practice in a law firm or as a sole practitioner.
 - 3) Provide information on the circumstances and status of any disciplinary action taken or pending against the proposer generally as an organization or specific to any staff proposed to be used in District for the period of the past three (3) years with state regulatory bodies or professional organizations.

- 4) Areas of knowledge and experience in Oregon government law, including but not limited to law related to special districts. Examples of areas may include but are not necessarily limited to law related to (a) land use, (b) personnel matters and labor negotiations, (c) taxes, fees, and charges such as systems development charges and water and sewer service charges, (d) annexation, (e) public purchasing and contracting, (f) planning, construction, and operation of public facilities such as parks and recreation facilities, (g) urban renewal, (h) open meetings and public records, (i) government ethics, and (j) elections.
 - 5) Litigation experience, including descriptions of representative cases and outcomes.
 - 6) Drafting experience, such as drafting of contracts, memoranda, ordinances, and resolutions.
 - 7) Experience giving oral advice during the course of Board of Directors meetings and by telephone/virtually to District staff.
- C. Description of how you would propose structuring the service relationship to ensure the District's legal needs are met in a timely and a cost-effective manner.
 - D. List of clients for whom you have provided similar services in the past. Include a list of references the District may contact. References should include special district, municipal and clients with a focus on those of a similar size to Chehalem Park and Recreation District.
 - E. Your office location or locations and your process for working with staff and Board (i.e. in person, remote, virtually, etc.)
 - F. Qualifications of legal backup that would be provided in the event of your absence or unavailability.
 - G. Cost of Service. Proposals may provide for hourly billing, a monthly retainer, or a combination. Any proposals including a monthly retainer must clearly set out the services that are within and outside the retainer.
 - H. Estimated number of average monthly hours firm expects to dedicate to District.
 - I. A form of agreement for legal services.

V. Submission Requirements

Each attorney or law firm wishing to respond to this request should present eight copies of the completed, signed proposal to the District, no later than 4 p.m., Wednesday, October 25, 2023 at the following address (documents may be hand delivered, mailed, or shipped, so long as time deadline is met:

Don Clements, Superintendent
 Chehalem Park and Recreation
 125 South Elliott Road
 Newberg, Oregon 97132

VI. Selection Schedule

Review of proposals will be completed by both the Superintendent's Office and Board of Directors. Final selection will be made by the Board of Directors. The review process may include an in-person interview of the lead candidate(s) or interviews through an online meeting platform in early October 2023. The Board of Directors is scheduled to consider the recommended selection at their October 26, 2023 meeting. Cost of the services will be negotiated between the parties as part of the selection process.

Planned RFP schedule (illustrative, interview and selection dates are subject to change without notice):

1. Issue RFP September 1, 2023
2. Question deadline October 23, 2023
3. Question response from District October 24, 2023
4. Deadline for submissions October 25, 2023 Received by 4 PST
- i 5. Interviews (virtual/in person) November 2023
6. Selection and negotiations TBD
7. Appointment & Service Start January 1, 2024, Board of Directors

4.

VII. Limitations

In addition to all other rights granted to it under Oregon law, the District reserves the right to waive formalities in the proposal process, to accept or reject any or all proposals received as a result of this request, to negotiate with qualified attorneys, or to cancel, in part or in its entirety, the request for proposals if it is in the best interest of the District to do so. District also reserves the right to negotiate separately with any Proposer whatsoever, in any manner necessary to serve the best interests of the District. This request for proposals does not commit the District to pay any costs incurred in the preparation of a proposal.

VIII. General Information

Please contact Superintendent, Don Clements at (503) 537-4165 for further information.