

CITY OF LA PUENTE

AND

LA PUENTE
COMMUNITY DEVELOPMENT COMMISSION

**REQUEST FOR QUALIFICATIONS FOR
ATTORNEY SERVICES**



BLACK & WHITE CAMERA ART



Due Date for Statement of Qualifications: May 29, 2009

CITY OF LA PUENTE AND THE
LA PUENTE COMMUNITY DEVELOPMENT COMMISSION
REQUEST FOR QUALIFICATIONS

NOTICE IS HEREBY GIVEN that the City of La Puente and the La Puente Community Development Commission (CDC) of La Puente, California are soliciting statements of qualifications from attorneys and law firms for consideration to provide legal consulting services.

Statements of qualifications must be submitted to the City Clerk/ CDC Secretary located at 15900 Main Street, La Puente, California 91744, by 4:30 P.M., Friday, May 29, 2009. Statements of qualifications shall be submitted in sealed envelopes marked clearly on the outside: **“Statement of Qualifications for Attorney Services”**. No statements of qualifications will be accepted after this time unless otherwise provided for by addendum issued by the City and/or the CDC. However, the City and the CDC reserve the right to request, receive and evaluate supplemental information from individuals and/or firms if deemed necessary to effectively evaluate their qualifications. Submitters must provide one (1) unbound original and seven(7) copies of their statement forms.

Statements of Qualifications shall also describe the individual/firms desired methodology and amount of compensation including hourly rates to be charged as described further in this Request for Qualifications (RFQ). Compensation rates shall be provided under separate, sealed envelope marked clearly on the outside: **“Compensation Rate Schedule for Attorney Services”**.

All inquiries regarding this Request for Qualifications should be directed to the City Manager/ Executive Director at the above address.

Requested Information

All statements must provide specific information for all of the items listed below. Submission of a resume(s) is optional.

1. Name, address, and telephone number of firm. Also include the address and telephone number of the branch office, if applicable, that would service the City of La Puente if contracted to do so.
2. Please describe the firm’s qualifications for providing municipal and redevelopment legal services. Please identify the specific individuals who will be assigned the roles of attorneys for the City Council, Planning Commission, and CDC. Also identify the individuals that will most likely replace those individuals should the primary attorney assigned to those roles be temporarily be unavailable. Provide the following specific information:
 - a. Educational background and years of practice (including date of admittance to the California Bar);

- b. Years of municipal or other local public sector practice as a full time local government attorney or in a private law office providing contract services for local government;
 - c. Knowledge of and specializations in California law affecting local government and redevelopment;
3. Describe your experience in the following:
- a. Redevelopment project negotiations including low and moderate income housing projects, implementation of agreements and contracts (i.e. leases, purchases, Owner Participation and Disposition and Development Agreements, etc.), eminent domain actions, and litigation;
 - b. Filing and defending against complaints and lawsuits and in prosecuting Municipal Code violations;
 - c. Negotiations with public utilities, notably water agencies;
 - d. Drafting and enforcement of franchise agreements including but not limited to cable, waste hauling, and taxicab franchises;
 - e. Environmental law and litigation including but not limited to soil/ groundwater contamination, land fills, and storm drain pollution issues.
 - f. Worker's Compensation and Liability Claims and with employee disciplinary actions and labor negotiations;
 - g. Bond counseling;
4. Other client agencies;
5. Affiliation with any boards, organizations, committees, or private or public agency clients etc., that may be in conflict with representing the City or the CDC;
6. Any and all gifts and/or contributions to current La Puente Council Members/ Board Members.
7. Membership in professional organizations;
8. References.
9. Please describe if and how you would provide a full range of normally anticipated legal services for the City of La Puente and the CDC on a flat-rate monthly retainer. Please place this in a sealed envelope. The City anticipates that the services provided under a retainer would include:

- a. Routine legal advice and consultation to the City Council/ CDC and staff;
 - b. Preparation and review of ordinances, agreements, contracts and related documents.
 - c. Attendance at all City Council/ CDC meetings (regularly held on the second and fourth Tuesday of each month) and Planning Commission/Development Review Board (held on the first Tuesday of each month);
 - d. Monitor pending and current State/Federal legislation and case law as appropriate and notify and provide the City/CDC/staff with information and advice about such legislation.
10. Please define what would be considered to be services above and beyond services to be covered by the retainer and the basis for compensation thereof. (The City anticipates that such services would include special meetings, special issue research and opines, and representation in claims or litigation etc. that would be in excess of what is proposed to be covered by the retainer.)
11. Please describe your preference for method of payment and your procedure for billing of extra hours and expenses and any other accounting requirements.
12. Please describe your philosophy regarding the relationships between the City Attorney/CDC Counsel and the City Council/CDC, City Manager/Executive Director, and other members of staff.
13. Describe your general and professional liability insurance coverage and limits and policies toward provision of indemnification to the City and CDC.

Evaluation and Selection Process

1. All Statements of Qualifications are due in the Office of the City Clerk by 4:30 p.m. on Friday, May 29, 2009.
2. The City/CDC reserves the right after reviewing the Statements of Qualifications to reject any and all Statements and to waive any informality in the Statements.
3. All information submitted for pre-qualification evaluation will be considered official information and the City will maintain its confidentiality to the extent permitted by law. Rating of individuals/firms will be disclosed only upon written request by that firm and only to that firm.
4. All Statements of Qualifications will be reviewed by the City Manager/ Executive Director. The City Manager/ Executive Director will render a recommendation to the City Council/ CDC. The City Council/CDC may wish to interview individuals/firms and reserve the right to execute separate service contracts for the City and CDC.

RFQ for Attorney Services

5. Once a firm or attorney is selected, the City Manager/ Executive Director or his designee will negotiate the terms and conditions of a contract(s).
6. The City Council/ CDC will officially appoint the attorney(s) once the terms of contract(s) have been negotiated. It is expected that the appointed individual/firm shall be available immediately upon appointment.

Date: _____