RFQ/Proposals for Legal Services

2016-001

Closing Date Deadline: Friday, May 27, 2016 at 2:00 PM (PST)

Description:

Request for Qualifications/Proposals for Legal Services

**Purpose:** Kitsap 911 is seeking a qualified attorney/firm to serve as General Counsel for Kitsap 911. Anticipated legal services include consultation to the Kitsap 911 Board of Directors and Executive Director/Staff regarding general legal issues, contract negotiations/review, labor relations, and collective bargaining.

**Background:** Kitsap 911 was originally created in 1973 as Kitsap County Central Communications, a department of Kitsap County, governed as a joint board through an Interlocal Agreement. Kitsap 911 was formed as a Public Authority under RCW 35.21.730 through RWC 35.21.759 on April 25, 2016. Kitsap 911 is governed by thirteen elected officials representing Kitsap County, the Cities of Bainbridge Island, Bremerton, Port Orchard and Poulsbo and the Kitsap County Fire Commissioners Association. Kitsap 911 provides 24 hour, 365-day coverage to the entire county for 911 call receiving services and dispatch and serves all of Kitsap County Fire Departments, Police Departments, Tribal Agencies, Kitsap County and others.

**Qualifications:**

* Each attorney in the proposed team must possess a Juris Doctorate degree and have graduated from a law school accredited by the American Bar Association.
* Each attorney in the proposed team must be a member in good standing of the Washington State Bar Association.
* The proposed designated Kitsap 911 attorney should have a minimum of five (5) years’ experience providing legal advice related to labor relations, collective bargaining, and other general legal matters as an attorney to a county or local government (city, junior taxing or special purpose district).
* It is desirable that the designated attorney have extensive knowledge of federal and state statutes, case law, regulations and policies relevant to local government or 911 service. .
* It is desirable that the designated attorney or member of the proposed team have extensive knowledge of Washington’s Public Records act and Open Public Meetings Act.

**Scope of Services:**

Legal Services specifically related to:

* Labor relations, including involvement in negotiation of the collective bargaining agreement,
* Provide legal advice related to public records retention and release,
* Prepare and review resolutions, contracts, leases and other documents as requested.
* Serve as general counsel to and protect the interests of Kitsap 911,
* Monthly consultation hours range from 4-16 hours/month.

**Standards of Performance:**

* Attorney agrees to be available to provide to Kitsap 911 up to 20 hours/month, if requested,
* Attorney will respond to telephone and email requests within 1 business day, but preferably the same day,
* Attorney agrees to meet in person as requested by Kitsap 911,
* Attorney will bill monthly for services provided. The monthly bill will include an itemized statement showing the date, duration, and nature of services provided to Kitsap 911 during the billing period.

**Term:** A contract will be issued for one year, with option to renew annually for an additional 4 years. A copy of a typical contract is available upon request.

**Proposal Submittals:**

Section 1: Name, address, phone number and email address of attorney to be assigned to account,

Section 2: Brief history of the firm’s experience and knowledge, not to exceed two pages, single space.

Section 3: Contact information for three local government clients.

Section 4: Any limitation upon your ability to appear for day and evening meeting with adequate notice.

Section 5: Proposed hourly rate(s) to be charged and explanation of any difference in rates for telephone, email, and in-person consultation including disclosure regarding use of para-legal and rate charged for para-legal time.

Section 6: Any other relevant information.

**Submission Deadline and Process:**  All proposals are due by Friday, May 27, 2016 at 2:00 PM (PST). Proposals received after the due date/time will not be considered.

Kitsap 911 reserves the right to reject any or all submittals, waive technicalities or irregularities and to accept any submissions if such action is believed to be in the best interest of Kitsap 911. This RFQ does not obligate Kitsap 911 to accept or contract for any expressed or implied services.

Kitsap 911 shall not be responsible for any costs incurred by the respondent(s) in preparing, submitting, or presenting its response to the RFQ or to the interview process. Responding firm (or group) shall bear all costs relating to their response to this RFQ including time in preparation of an RFQ, copies submitted, and time spent in interviews or negotiation with Kitsap 911 prior to final selections.

Two copies of the proposal must be mailed or delivered in person prior to the submission deadline to:

Kitsap 911

Attention: Legal Service RFQ

911 Carver Street

Bremerton, WA 98312

Questions and other communications about this RFQ should be directed to Stephanie Browning at [sbrowning@co.kitsap.wa.us](mailto:sbrowning@co.kitsap.wa.us) or by phone at (360) 307-5801.

**CONSULTATION FEE AND CONTRACT**

Upon selection, the fee and contract will be negotiated with the Director and is subject to final approval from the Kitsap 911 Board of Directors.