

SISKIYOU COUNTY LOCAL TRANSPORTATION COMMISSION

REQUEST FOR PROPOSAL FOR CONSULTING SERVICES

**SISKIYOU COUNTY LOCAL TRANSPORTATION
COMMISSION
ATTORNEY SERVICES**

The Siskiyou County Local Transportation Commission (SCLTC) is seeking proposals from qualified attorneys or law firms to assist the SCLTC with legal advice and representation on transportation related law and contracts.

Proposals using the enclosed format should be delivered to: SISKIYOU COUNTY LOCAL TRANSPORTATION COMMISSION, 190 Greenhorn Road, YREKA, CA 96097 no later than Thursday, May 10th 2018 by 10 a.m. Prospective consultant should provide three copies of their proposal. It is expected that a contract will be awarded in June 2018. SCLTC reserves the right to award all or portions of this contract as described in the Request for Proposal. SCLTC is an equal opportunity employer, and women and minority owned businesses (DBE's) are encouraged to apply.

Questions about this RFP and the project should be addressed to Melissa Cummins at (530) 842-8220 or mcummins@co.siskiyou.ca.us

**REQUEST FOR PROPOSAL
FOR
ATTORNEY SERVICES
SISKIYOU COUNTY LOCAL TRANSPORTATION COMMISSION**

I. PURPOSE OF RFP

The Siskiyou County Local Transportation Commission (SCLTC) is the designated Regional Transportation Planning Agency (RTPA) for Siskiyou County. Siskiyou County lies on the northern boundary of California, bordered by Oregon to the north Del Norte and Humboldt Counties to the west, Trinity and Shasta Counties to the south and Modoc County to the east. The configurations of local, state and federal designations for transportation planning responsibilities in the area are quite complex.

II. SERVICES REQUESTED

The SCLTC is seeking an individual or firm to provide legal services. This service specifically entails providing legal review and advice to the Agency on documents, agreements and responsibilities relating to transportation planning and funding. Typical duties might include review of memoranda of understanding between agencies and analysis of legislation as it may affect SCLTC programs. Attendance at LTC meetings may be required on an “as needed” basis. In addition to experience in the areas of contracts and legal requirements of government agencies, individuals or firms should have expertise in laws relating to the following areas:

- Regional transportation planning agencies (RTPA’s)
- State Transportation Improvement Program (STIP)
- Transportation Development Act (TDA)
- California Environmental Quality Act (CEQA) and air quality issues related to transportation
- Map 21: Moving Ahead for Progress in the 21st Century Act
- 5311 & 5311(f) Programs and other applicable transportation funding programs
- Overall Work Program

III. PROPOSAL FORMAT

A qualifying proposal must address all of the following points, in the order shown below:

- A. A brief description of the attorney or firm, including the year the firm was established, type of organization of firm (partnership, sole proprietorship, etc.) and size of variation in the last five years, along with a statement of the firm's qualification for performing the subject consulting services.
- B. A brief summary of the firm’s experience with similar projects.
- C. The firm’s proposed work plan and time schedule.
- D. An organizational chart depicting the team proposed by the firm.

- E. The proposed method of compensation, the hourly rate for principal and employees to be assigned to this work and a summary of any other related costs that are to be billed directly.
- F. A list of references, including contact person and phone number.

IV. PROPOSAL SUBMITTAL

Three (3) copies of the proposal shall be received no later than 10 a.m. on Thursday, May 10th, 2018 at the Siskiyou County Local Transportation Commission Office, 190 Greenhorn Road, Yreka, California 96097. All proposals shall be submitted in a sealed envelope which is clearly marked "RFP for SCLTC Legal Services". Late proposals shall not be accepted. All proposals, whether selected or rejected, shall become the property of the Siskiyou County Local Transportation Commission.

V. SELECTION PROCEDURE

An evaluation committee will review each proposal for completeness and the responding firms may be invited for personal interviews prior to final selection, to further elaborate on their proposals. The SCLTC reserves the right to award a contract to the firm or individual that presents the proposal which, in the sole judgment of the SCLTC, best accomplishes the desired results. The SCLTC reserves the right to reject any or all proposals, or to waive minor irregularities in said proposal. The SCLTC reserves the right to negotiate minor deviations to the proposal(s) with the successful firm. The SCLTC intends to enter into a multiple-year (three-year) contract, if agreeable to both parties.

VI. AWARD CRITERIA

After the evaluation committee has reviewed the proposals and/or interviewed proposing firms, each firm will be rated using the following criteria and rating schedule:

Criteria	Scoring
Complete and thorough conformance with the terms and requirements of the RFP (In your submittal, state if you have any exceptions to the requirements.)	Pass/Fail
Qualifications and experience of lead attorney	25
Qualifications and experience of other members of the firm	15
Relevant experience in representation of governmental agencies, particularly those involved with transit or transportation matters	25
Relevant experience in litigation matters involving transit providers and operators, including trial experience	10
Cost	25
Total Points	100 Points

The top qualified firm will then be recommended to the Siskiyou County Local Transportation Commission.

VII. CONFLICT OF INTEREST

Bidder warrants and covenants that no official or employee of the County, nor any business entity in which an official of the County has no interest, has been employed or retained to solicit or aid in the procuring of the resulting contract, nor that any such person will be employed in the performance of such contract without immediate divulgence of such fact to the County.

VIII. FISCAL OUT CLAUSE

The Agreement may be terminated at the end of any fiscal year, June 30th, without further liability other than payment incurred during such fiscal year, should funds not be appropriated by its governing body to continue services for which the agreement was intended.

IX. INSURANCE

The successful firm shall provide evidence of the following insurance requirements:

POLICY	MINIMUM LIMITS OF LIABILITY
(1) Workers' Compensation; Employer's Liability.	Statutory requirements for Workers' Compensation; \$ 1,000,000 Employers' Liability.
(2) Comprehensive Automobile: Insurance Services Office, form # CA 0001 covering Automobile Liability, code 1 (any auto).	Bodily Injury/Property Damage \$1,000,000 each accident.
(3) General Liability: Insurance Services Office Commercial General Liability coverage (occurrence form CG 0001).	\$1,000,000 per occurrence / \$2,000,000 aggregate
(4) Errors and Omissions/Professional Liability	\$1,000,000 per claim or as negotiated

X. INQUIRIES

1. Direct all inquiries to:
Melissa Cummins, Executive Director
Siskiyou County Local Transportation Commission
190 Greenhorn Road
Yreka, CA 96097