



**Puente Hills  
Habitat Preservation Authority**

Endowment Provided by the Puente Hills Landfill

**Request for Proposal for Legal Services  
May 2019**

REQUEST FOR PROPOSAL FOR ONGOING LEGAL SERVICES  
Accepting proposals May 23, 2019 to June 13, 2019

INQUIRIES AND PROPOSALS SHOULD BE DIRECTED TO:

Andrea Gullo, Executive Director

**Puente Hills Habitat Preservation Authority**

7702 Washington Avenue, Suite C, Whittier, CA 90602

562.945.9003 [agullo@HabitatAuthority.org](mailto:agullo@HabitatAuthority.org)

GENERAL INFORMATION.

**Purpose.** This request for proposal (RFP) is to contract for legal services to be provided for the Puente Hills Habitat Preservation Authority (herein referred to as Habitat Authority) for ongoing legal services.

**Who May Respond.** Only attorneys who are currently licensed to practice law in California and maintain an office in Los Angeles or Orange Counties, CA.

**Instructions on Proposal Submission.**

**Closing Submission Date.** Proposals must be submitted no later than 12 pm on June 13, 2019.

**Inquiries.** Inquiries concerning this RFP should be e mailed to:

Andrea Gullo, Executive Director agullo@HabitatAuthority.org

**Conditions of Proposal.** All costs incurred in the preparation of a proposal responding to this RFP will be the responsibility of the Offeror and will not be reimbursed by Habitat Authority.

**Instructions to Prospective Contractors.** Your proposal should be addressed as follows:

Andrea Gullo, Executive Director  
Puente Hills Habitat Preservation Authority  
7702 Washington Avenue, Suite C, Whittier, CA 90602

It is important that the Offeror's proposal be submitted in a sealed envelope clearly marked in the lower left-hand corner with the following information:

Request for Proposal  
[TIME] [DATE]  
SEALED PROPOSAL For Legal Services

Failure to do so may result in premature disclosure of your proposal. It is the responsibility of the Offeror to insure that the proposal is received by Habitat Authority, by the date and time specified above. Late proposals will not be considered.

**Right to Reject.** HABITAT AUTHORITY reserves the right to reject any and all proposals received in response to this RFP. A contract for the accepted proposal will be drafted based upon the factors described in this RFP.

**Small and/or Minority-Owned Businesses.** Efforts will be made by HABITAT AUTHORITY to utilize small businesses, women and/or minority owned businesses. Offeror qualifies as a small business firm if it meets the definition of "small business" as established by the Small Business Administration ([13 C.F.R. § 121.201](#)).

**Notification of Award.** It is expected that a decision selecting the successful firm or attorney will be made within four (7) weeks of the closing date for the receipt of proposals. Upon conclusion of final negotiations with the successful Firm, all Offerors submitting proposals in response to this Request for Proposal will be informed, in writing, of the name of the successful consultant. It is expected that the contract shall be a one year hourly rate contract with option for renewal.

**Description of Entity.** HABITAT AUTHORITY is a joint powers authority established pursuant to Government Code Section 6500 et. seq., that serves within a defined jurisdiction within Los Angeles County, CA. HABITAT AUTHORITY is a public entity, and is governed by a four member Board of Directors, made up of the County of Los Angeles, the City of Whittier, the Sanitation Districts of Los Angeles County, and Hacienda Heights Improvement Association. The Board meets once per month generally on the third Thursday at 3 p.m. at 1955 Workman Mill Road, Whittier, CA 90601. HABITAT AUTHORITY employs 5 people. Administrative offices are located at address above.

HABITAT AUTHORITY is dedicated to the acquisition, restoration, and management of open space in the Puente Hills for preservation of the land in perpetuity, with the primary purpose to protect the biological diversity. Additionally, the agency will endeavor to provide opportunities for outdoor education and low-impact recreation.

Visit [www.HabitatAuthority.org](http://www.HabitatAuthority.org) for more information.

**SCOPE OF SERVICES.** The Offeror shall be readily available beginning August 1, 2019 to perform the following legal services, as requested by the Executive Director and/or Board of Directors but not limited to:

- Facilitate land acquisitions, including draft purchase and sale agreements, manage escrow and review title
- Review, draft, and/or negotiate contracts, easements, licenses and leases
- Advise on the Brown Act and Public Records Act
- Advise on CEQA and NEPA, and other environmental laws
- Advise on public organization legal issues
- Review personnel, fiscal, purchasing, encroachment and other policies, as well as agency

joint powers agreement

- Attend Board of Directors meetings
- Advise on bidding, grant and contract issues
- Defend lawsuits, administrative claims, or other legal claims
- Conduct litigation as necessary
- Other legal services as needed

Although it is preferable for an attorney or firm to submit a proposal covering all of the above areas, HABITAT AUTHORITY will consider proposals for subsets of these areas.

Habitat Authority projects approximately 10 to 20 hours needed per month.

Offeror shall be prepared to submit detailed billing statements for all services billed at an hourly rate, if any, broken down into time increments of no more than six-minute increments. Offeror shall also include summaries of work performed and time spent on services performed.

**PROPOSAL CONTENTS.** The Offeror, in its proposal, shall, as a minimum, include the following;

**Legal Experience.** The Offeror should describe its legal experience, including the names, addresses, contact persons, and telephone numbers of at least three clients, preferably including clients similar to HABITAT AUTHORITY. Experience should include the following categories:

Experience advising local government agencies.

Experience with land acquisitions and transactions.

Experience advising clients conducting similar programs and government-funded services.

Experience advising on CEQA and NEPA.

**Organization, Size, Structure, and Areas of Practice.** If the Offeror is a firm, it should describe its organization, size, structure, areas of practice, and office location(s). Indicate, if appropriate, if the firm is a small or minority/owned business. Also include copy of Equal Opportunity/Affirmative Action Policy, if the firm has one.

**Attorney Qualifications.** The Offeror should have experience in the following areas: public agencies; real estate, including public funded acquisitions; government contracts; and general business operations. The Offeror should describe the qualifications of attorneys to be assigned to the representation. Descriptions should include:

Professional and education background of each attorney.

Overall supervision to be exercised.

Prior experience of the individual attorneys with respect to the required experience listed above. Only include resumes of attorneys likely to be assigned to the representation. Education, position in firm,

years and types of experience, and continuing professional education will be considered.

**Legal Rates.** The Offeror's proposed legal rates should include information on the hourly billing rates of each attorney, a blended attorney rate, or other legal staff who is expected to work on this representation and charges for expenses, if any, such as legal research, copies, travel and faxes. If offering, include different rates for different services, such as those for acquisition services versus attending a Board meeting. HABITAT AUTHORITY reserves the right to negotiate with the Offeror on the structure of the billing fee.

## **PROPOSAL EVALUATION**

**Submission of Proposals.** All proposals shall include an original and one copy.

**Evaluation Procedure and Criteria.** HABITAT AUTHORITY 's Executive Director, current attorney, and/or Board Chair are expected to review proposals and make recommendations to the Board of Directors for final approval. The Executive Director and/or Board of Directors may request a meeting with some qualified Offerors the week of June 17, 2019 or as mutually available prior to final selection scheduled at the end of July. Proposals will be reviewed in accordance with the following criteria:

Proposed approach to scope of work.

Level of experience of the individual(s) identified to work on this matter.

The Offeror's experience with similar clients and legal matters.

Response from references.

Rate of Legal Fee.

Interviews of candidates that meet our criteria.