

**TUKWILA POOL METROPOLITAN PARK DISTRICT
REQUEST FOR PROPOSALS
LEGAL SERVICES
DUE DATE MAY 30, 2013 BY 5:00 P.M. PACIFIC STANDARD TIME (PST)**

The full RFP is available following this notice.

The Tukwila Metropolitan Park District is soliciting Requests for Proposals to select a qualified individual working with a firm or as a sole practitioner to provide a full range of legal services serving as the District's legal counsel on a part-time contractual basis.

Responses to the RFP must be mailed or hand delivered to:
Verna Seal, Board President
Tukwila Metropolitan Park District
6200 Southcenter Blvd.
Tukwila, WA 98188

Responses whether mailed or hand delivered must arrive no later than **5:00 pm on May 30, 2013, PST**. No submittals will be accepted after that date and time. The Tukwila Metropolitan Park District will not be liable for delays in delivery of responses due to handling by the US Postal Service or any other type of delivery services. Faxed or emailed submittals shall be rejected.

Project Scope: The Contractor shall be principally responsible for performing all legal work for the District, except where defense is provided through insurance coverage. The following list of duties is illustrative, but is not necessarily inclusive, of the services to be performed by the Contractor:

- Review or draft contracts, resolutions, interlocal agreements, and other legal documents as requested by the District;
- Advise the Commissioners and staff members with regard to legal matters relating to their respective duties for the District;
- Represent the District in all lawsuits and other contested administrative proceedings commenced by or against the District, except where defense is provided exclusively through insurance coverage;
- Consult with and advise the Commissioners and staff members in person, by telephone, e-mail, or by written memorandum on District business;
- Review Metropolitan Park District Agenda Packets; and
- Attend Commission meetings, staff meetings, or other meetings, as requested by the District.

Published Seattle Times – May 16, 2013 and May 23, 2013
Published Daily Journal of Commerce – May 16, 2013 and May 23, 2013

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REQUEST FOR PROPOSALS
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DUE DATE MAY 30, 2013 BY 5:00 P.M. PACIFIC STANDARD TIME (PST)**

Purpose

The purpose of this Request for Proposal (RFP) is to solicit and select a qualified individual working with a firm or as a sole practitioner to provide a full range of legal services serving as the Tukwila Metropolitan Park District's legal counsel on a part-time contractual basis.

Background

In August 2011, citizens of Tukwila voted in favor of forming a Metropolitan Park District (MPD) to secure the future operations of the Tukwila Pool. The Tukwila Pool Metropolitan Park District contracts with the City of Tukwila to perform operational services of the Tukwila Pool. The MPD Board of Commissioners meets once per month, an appointed Board President presides over the meetings. The MPD Board provides policy direction to contracted services staff and ensures communication with the public regarding the progress of capital improvement projects and Pool operations.

Instructions on Proposal Submission

1. **Deadline for Submittal:** May 30, 2013 by 5:00 PM
2. **Submissions** Hand delivered or mailed to:

Verna Seal, Board President
Tukwila Metropolitan Park District
6200 Southcenter Blvd.
Tukwila, WA 98188
3. **Right to Reject:** The Tukwila Metropolitan Park District 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.
4. **Inquiries:** verna.seal@tukwilawa.gov

Scope of Services

The Contractor shall be principally responsible for performing all legal work for the District, except where defense is provided through insurance coverage. The following list of duties is illustrative, but is not necessarily inclusive, of the services to be performed by the Contractor:

- Review or draft contracts, resolutions, interlocal agreements, and other legal documents as requested by the District;
- Advise the Commissioners and staff members with regard to legal matters relating to their respective duties for the District;
- Represent the District in all lawsuits and other contested administrative proceedings commenced by or against the District, except where defense is provided exclusively through insurance coverage;
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- Review Metropolitan Park District Agenda Packets; and
- Attend Commission meetings, staff meetings, or other meetings, as requested by the District.

Proposal Contents

Contents within the proposal shall include the following:

1. **General Information:** Include contact information (including phone, address, e-mail, website & fax number) number of years in business, size of firm.
2. **Attorney Qualifications:** Describe experience of the attorney(s) and staff to be assigned, areas of desired qualifications include following:
 - Demonstrated experience and knowledge of government law.
 - Demonstrated understanding of Metropolitan Park District or Special Use District government issues and law.
 - Familiarity with Washington State and King County law.
 - Qualifications of staff that will be assigned to the District: indicate role of the counsel and other staffing resources.
 - Availability of assigned counsel to attend meetings and otherwise serve the Metropolitan Park District.
 - The District reserves the right to modify the selection criteria.
3. **References:** Include names, addresses, contact persons and telephone numbers of at least three clients, preferably clients similar to the Tukwila Metropolitan Park District. Experience should include the following:
 - a. Experience advising special use districts
 - b. Experience advising clients conducting similar business (aquatics industry)
4. **Rates:** Include a description of fee structure including billing rates for attorney(s) and legal staff assigned and all other charges for expenses such as copies, travel, etc.

Proposal Evaluation

The Tukwila Pool Metropolitan Park District Board will form a Selection Committee to review all qualifications and proposals and may invite the most qualified firms or individuals to an interview. A firm or sole practitioner with Metropolitan Park District experience is preferred.

Consultant Fee and Contract

Upon selection of the individual, the fee and contract will be negotiated with the MPD Board President. The MPD then confirms the appointment and approves the contract.

Schedule

RFP Release Date:	May 16, 2013
RFP Submission Deadline:	May 30, 2013
Review	June 3 - 7, 2013
Interviews	June 10-12, 2013
MPD Board of Commissioners Consideration:	June 17, 2013
Anticipated Start:	July 1, 2013

Responses to the RFP must be mailed or hand delivered to: Verna Seal, Board President, Tukwila Metropolitan Park District, 6200 Southcenter Blvd., Tukwila, WA 98188. Responses whether hand delivered or mailed must arrive no later than **5:00 p.m. PST on May 30, 2013. No submittals will be accepted after that date and time.** The MPD will not be liable for delays in delivery of responses due to handling by the US Postal Service or any other type of delivery service. Faxed or emailed submittals shall be rejected.

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