

# INFORMATIONAL MEMORANDUM

## Tukwila Metropolitan Park District

TO: Tukwila Pool MPD Board

FROM: Rick Still, Parks and Recreation Director *RS*

DATE: April 5, 2013

SUBJECT: Legal Services Request for Proposals (RFP) – Draft Review

### ISSUE

Legal Services for the Metropolitan Park District (MPD).

### FINANCIAL IMPACT

To Be Determined through the RFP process.

### BACKGROUND

The Tukwila Metropolitan Park District has been contracting for legal services since the District's inception in 2011. The current contract for legal services expires on June 20, 2013.

### DISCUSSION

At the March 30, 2013 MPD Board Retreat, there was discussion regarding a Request for Proposals (RFP) process being implemented prior to entering into a new legal services contract. There was also discussion regarding seeking legal services with a firm or individual with experience in offering services to special use districts. Attachment A is a draft RFP for Legal Services for consideration by the Board.

### RECOMMENDATION

The Board is being asked to approve the attached RFP and to authorize proceeding with the public notification process for MPD Legal Services and to establish a sub-committee to review proposals and recommend a firm to the MPD Board.

### ATTACHMENTS

Draft RFP for Legal Services



**TUKWILA POOL METROPOLITAN PARK DISTRICT  
REQUEST FOR PROPOSALS  
LEGAL SERVICES  
DUE DATE HERE BY 5:00 P.M. PACIFIC STANDARD TIME (PST)  
- DRAFT -**

**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:** Date/Time
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](mailto: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;
- Consult with and advise the Commissioners and staff members in person, by telephone, e-mail, or by written memo on District business;
- 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) 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.
  - Proposed fee structure: include a compensation package, inclusive of all service costs.
  - Qualifications of assigned staff that will be assigned to the District: indicate role 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.

### **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:	April 22, 2013
RFP Submission Deadline:	May 13, 2013
Review	May 14 – 20, 2013
Interviews	May 21-27, 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 DATE HERE. 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.

Published: Seattle Times: Date

. --End--