

Sebastopol, CA 95472
(707) 823-1153
mgourley@cityofsebastopol.gov

(3) EVALUATION CRITERIA

The criteria used to evaluate the Statement of Qualifications will concern the experience and qualifications of the firm's attorneys who would be assigned to the City.

(4) PROCESS FOR SELECTING LEGAL COUNSEL:

The City Council will determine the process by which the statements are reviewed, although it is anticipated that the material provided in the Statements of Qualifications, interviews with the firms, and/ or interviews with references, will be the determinative factors in selecting counsel. The fee arrangements proposed by firms are important, as well as experience, service delivery, communications, and other qualifications of the firm. Calls to submitting firms or attorneys and their references may be made to clarify material in the submittals. Based upon this review, the best qualified firms may be invited to a personal interview. Following the interviews, thorough background and reference interviews may be conducted. The City Council anticipates making a selection of a firm or firms following a careful evaluation of all relevant information.

(5) SPECIAL PROVISIONS

Cost of Preparing and Submitting Statements. All costs incurred in preparing and submitting the Statements of Qualifications are to be borne by the submitter and not the City. In no event shall the City be liable for any cost whatsoever for the preparation or submittal of a response to this Request for Qualifications.

Reservations and Options. The City Council reserves the rights and options to:

- Reject any or all of the submittals
- Waive any of the provisions of the Request for Qualifications
- Issue subsequent Requests for Qualifications
- Cancel the Request for Qualifications process
- Waive technical error in the responses it receives
- Negotiate with any, all, or none of the respondents to this Request for Qualifications

(6) INQUIRIES Any questions, interpretations, or clarifications, either administrative or technical, from prospective proposers regarding this RFP must be requested in writing, no later than Wednesday, April 10, 2024. All inquiries must be submitted to Mary Gourley, Assistant City Manager/ City Clerk, via email only to the following email address:
mgourley@cityofsebastopol.gov.

The City will respond to all pertinent inquiries in mail response through an addendum to the RFP. The addendum will be distributed to all prospective proposers on the City's list of RFP holders by Monday, April 17, 2024. Oral statements, explanations, or instructions given by any person during this solicitation are unauthorized and will not be binding.

Any change to or interpretation of this solicitation by the City will be sent to each party to which the Request for Proposals has been sent and any such changes or interpretations shall become part of the solicitation for incorporation into any agreement awarded pursuant to this RFP.

(7) SCHEDULE

RFP Release Date:	Monday	March 26, 2024
Deadline to Submit Questions:	Wednesday	April 10, 2024
City’s Response to Submitted Questions:	Wednesday	April 17, 2024
Proposal Submission Deadline:	Wednesday	May 1, 2024 No later than: 4:00 pm
Evaluation of Proposals:		May 6 th – 10 th , 2024
City Council Interviews and Selection:		May 13 th – 15 th , 2024
Develop, Negotiate, & Finalize Contract:		May 20 th – 24 th , 2024
City Council Contract Award:		June 4, 2024
Anticipated Start of Services:		July 1, 2024 (or sooner if needed)

These dates are subject to change.

(8) CONTRACT:

Award of contract will be to the proposer whose proposal best complies with all the requirements of the RFP documents and which provides the best solution for the needs of the City of Sebastopol. The successful firm will be required to enter into a Legal Services Agreement with the City of Sebastopol, which will include the requirements of this RFP, as well as other requirements to be determined. The City reserves the right to negotiate the price, terms, and scope of services with the proposer, prior to entering into an Agreement. The agreement will contain provisions requiring the selected law firm to indemnify the City and provide that the City Attorney is an independent contractor serving at the will of the City Council. Provisions will also be included in the contract allowing the City Council to terminate the agreement, at its sole and entire discretion, upon the provision of notice.

(9) INSURANCE FOR PROFESSIONAL SERVICES: ATTACHMENT 1