



COLUMBIA COUNTY TRANSPORTATION AUTHORITY (CCTA)

REQUEST FOR QUALIFICATIONS OF CONTRACTED ATTORNEY SERVICES

CCTA invites interested individuals or firms to submit qualifications for contracted attorney services. Submissions are due at 507 Cameron St, Dayton Washington prior to 5:00 p.m. on Friday, December 29, 2017.

The CCTA seeks services encompassing the traditional scope of work for an attorney working with a transportation authority, including legal counsel, opinions, consultations and coordination with special counsel when applicable. Attendance at a variety of meetings may be required by the General Manager and/or the Chairman of the Board

Delivery: Submissions may be mailed, hand-delivered, or e-mailed to Dwight Robanske, General Manager of CCTA at 507 Cameron Street, Dayton Washington or emailed to drobanskecept@gmail.com.

Minimum Qualifications:

1. Each attorney in the proposed firm must possess a Juris Doctorate degree and have been graduated from a law school accredited by the American Bar Association;
2. Each attorney in the proposed firm must be a member in good standing of the Washington State Bar Association;
3. The proposed designated attorney must have a minimum of five years' experience in the field of administrative law, municipal law, transportation law and/or representation of governmental agencies.

CCTA reserves the right to reject any or all proposals, waive technicalities, waive requirements, waive irregularities and/or to accept any submission if such action is believed to be in the best interest of the CCTA.

GENERAL INFORMATION

Purpose

The purpose of this Request for Qualifications (RFQ) is to solicit and select a qualified individual or firm to provide a range of administrative and governmental legal services in representing CCTA as legal counsel on a contractual basis.

SCOPE OF SERVICES

The CCTA will need a range of legal services including, but not limited, to:

Legal counsel for the General Manager, the Chairman of the Board and the Board of Directors including, but not limited, to:

Being available for phone consultations with the General Manager, Chairman of the Board and Board of Directors. Bringing to the attention of the General Manager, Chairman of the Board and Board of Directors matters of relevance as a result of new legislation or recent court decisions. Maintaining a liaison with other associated special counsel, WSTIP and other governmental entities. Attending and actively participating in management meetings as needed. Attending meetings as directed by the General Manager, the Chairman of the Board and/or the Board of Directors.

Availability for special meetings with the General Manager, Chairman of the Board and/or the Board of Directors. Review and preparation of documentation inclusive of resolutions, contracts, etc when requested. Litigation services include representing the CCTA either as a plaintiff or defendant as directed by the General Manager, Chairman of the Board and/or the Board of Directors. Representing CCTA in administrative proceedings before other governmental entities.

It is estimated that an average of approximately 3 to 5 hours per month will be involved in completing the tasks of the attorney excluding administrative proceedings and litigation services. The amount of time can vary considerably from month to month.

SELECTION PROCESS

Submission Criteria: The General Manager and Chairman of the Board will review all proposals and may invite the most qualified firms to an interview. The General Manager and Chairman of the Board will make a recommendation to the Board of Directors. If an interview or interviews are conducted, the General Manager and Chairman will set the schedule.

In reviewing and evaluating the submitted proposals, the following criteria will be used:

Knowledge of government legal issues inclusive of transportation operations.

The CCTA wishes to pursue a monthly retainer approach for certain services and an hourly approach for other services as follows:

Monthly retainer:

Matters proposed to be covered by a monthly retainer and proposed monthly retainer. Examples, reasonable length conference calls, short emails, short faxes, quick issues, quick guidance, etc... Please submit monthly retainer proposal.

Hourly rate:

Matters to be billed on hourly basis. Examples, administrative proceedings, extensive drafting projects, litigation services, complex legal and/or operational issues, etc... Please submit hourly rates for all assigned attorneys and staff.

CCTA reserves the right to negotiate terms as needed to improve elements of any proposal to best meet the needs of the CCTA, including costs.

QUESTIONS

All questions regarding this proposal shall be directed to:

General Manager, Dwight Robanske, at drobanskecpt@gmail.com.

TERMS AND CONDITIONS

Some or none of the proposers may be interviewed. The proposer shall be responsible for the accuracy of the information supplied. CCTA reserves the right to reject any or all proposals, waive technicalities, waive requirements, waive irregularities and/or to accept any and all proposals, to issue one or more agreement(s) for the intended scope of services, to issue additional RFQs, and either to substantially modify or abandon the selection process prior to any award of a contract. CCTA reserves the right to negotiate all elements which comprise the apparent successful proposal to ensure that the best possible consideration is afforded to all concerned. Nothing contained herein shall require CCTA to award a contract, and CCTA reserves the right to determine its own selection criteria in the award of the final agreement. The contract resulting from acceptance of a proposal by CCTA shall be in a form supplied or approved by CCTA. CCTA reserves the right to reject any proposed agreement or contract that does not conform to the specifications, terms and conditions specified by CCTA. CCTA shall not be responsible for any expenses and/or costs incurred by any individual and/or firm in preparing, submitting, or presenting its responses to this RFQ.

SCHEDULE OF PROPOSAL PROCESSES

CCTA provides the following schedule. This is for information only and will be adjusted as needed. Proposers are encouraged to reserve flexibility for interviews if CCTA chooses to conduct any interviews, as CCTA will not be able to allow much advance notice if CCTA conducts interviews.

Distribution of RFP – December 12, 2017

Deadline for Submission of Proposals – December 29, 2017, prior to 5:00 p.m. All submissions must be received by CCTA by this date. Late submissions will not be considered.

Interviews with General Manager may occur: January 17, 2018

Tentative starting date: February 1, 2018

SUBMISSION DEADLINE: Prior to 5:00 p.m. on December 29, 2017.

Submissions may be mailed, hand-delivered, or e-mailed to Dwight Robanske, CCTA General Manager, at 507 Cameron, Dayton, Washington zip 99328 or to drobanskeccpt@gmail.com. Late submissions, faxes, or telephone proposals will ***not*** be accepted. Digital proposals may be submitted via e-mail, but CCTA assumes no responsibility for formatting or transmission errors.

Proposals should be straightforward, concise description of provider capabilities to satisfy the requirements of the request. Emphasis should be on completeness and clarity of content.