



CITY OF HALF MOON BAY

REQUEST FOR PROPOSALS FOR CONTRACT LEGAL SERVICES

INQUIRIES AND PROPOSALS SHOULD BE DIRECTED TO:

JESSICA BLAIR, CITY CLERK

CITY OF HALF MOON BAY

501 MAIN STREET

HALF MOON BAY, CA 94019

PHONE: (650) 726-8271

EMAIL: jblair@hmbcity.com

<http://www.hmbcity.com>



Source (ESRI, TomTom NA, Tele Atlas NA)

I. GENERAL INFORMATION.

- A. The City of Half Moon Bay (“City”) invites qualified full-service law firms with experience in advising and representing California cities to submit proposals for contract City Attorney services. We are seeking to appoint a firm that can meet most of the day-to-day and specialized legal needs of our small coastal City while providing significant strengths in the areas of land use, planning, and community development issues, public infrastructure and financing, and contracts.

The City Attorney is appointed by and reports to the City Council. The City Attorney is the chief legal counsel for the City of Half Moon Bay and, as such, is responsible for advising on all legal matters.

The City Council meets regularly on the first and third Tuesdays of the month at 7:00 PM. The Council occasionally schedules additional meetings. Closed sessions are typically scheduled before the regular meetings at 5:30 or 6 PM. The Planning Commission meets regularly on the second and fourth Tuesdays at 7:00 PM.

B. Instructions on Proposal Submission.

1. Closing submission date: 12:00 p.m. PDT Monday May 8, 2017.
2. Inquiries concerning this RFP should be emailed to:
Jessica Blair, City Clerk
jblair@hmbcity.com
3. All costs incurred in your preparation of a proposal responding to this RFP will be your responsibility and will not be reimbursed by the City of Half Moon Bay.
4. Proposals should include a cover letter and a response to the RFP. Proposals should not exceed 12 pages.
7. Proposals must be emailed as an attachment, with the email subject “City Attorney Proposal” and addressed to jblair@hmbcity.com.
8. The City reserves the right to reject all proposals, to request additional information concerning any proposal, to accept or negotiate modifications to any proposal, to interview any proposer, and to waive any irregularities in any proposal following the proposal submission deadline date, in order to serve the best interests of the City.

- C. Notification of Award. It is expected that a decision selecting the successful firm will be made within four (4) weeks of the closing date for receipt of proposals. Upon conclusion of final negotiations with the successful firm, firms submitting proposals will be informed, in writing, of the name of the successful consultant.

- D. The City of Half Moon Bay is a general law city with a five-member City Council and a City Council / City Manager form of government. The City is located approximately 28 miles south of San Francisco in coastal San Mateo County. Its population was 11,324 as of the 2010 census. Approximately 1/3 of its population is Hispanic. Its adopted 2016-2017 operating budget is approximately \$15.1 million. The entire city limits lie within the Coastal Zone and there is a certified Local Coastal Program as of 1993. The City’s jurisdiction includes a historic Main Street and Downtown featuring numerous shops, galleries, and restaurants, active floriculture and agricultural industries, six miles of shoreline, several state

beaches / parks and the City-owned and managed Poplar Beach / Blufftop Coastal Park, numerous visitor-serving hotels, motels, and bed and breakfasts, including a Ritz-Carlton hotel, and two world-class golf courses. The City hosts the hugely popular Half Moon Bay Pumpkin Festival each October.

Residential growth in the City is subject to the Measure D permit allocation system, which caps annual population growth at 1.5 percent. The City contracts with the San Mateo County Sheriff's Office for police services and fire service is provided by the Half Moon Bay Fire Protection District (CalFire). Water service is supplied by Coastside County Water District (CCWD). Sanitary sewer services are provided by a joint powers authority (JPA), the Sewer Authority Mid-Coastside (SAM), which includes the City of Half Moon Bay, the Granada Community Services District (GCSD), and the Montara Water and Sanitary District (MWSD). Half Moon Bay public schools are governed by the Cabrillo Unified School District (CUSD) and a five-member board of trustees. CUSD serves both the City and the unincorporated coastal San Mateo County.

The City's current contract with Republic Services for solid waste / recycling / street sweeping services expires in December 2017. The City currently is accepting proposals subject to an RFP issued earlier this year.

You can learn more by going to the City's Webpage, <http://www.hmbcity.com>.

II. SCOPE OF SERVICES.

- A. The selected firm will perform all general legal services needed by the City, except for occasional unusual expertise, as well as provide specialized legal services.

General legal services. Your firm must be readily available to provide all of the following, but not limited to, general legal services on a set retainer:

1. Attendance at all city council and planning commission meetings.
2. Regular attendance at executive team meetings in person or by phone.
3. Attendance at other miscellaneous City meetings on an as-needed basis.
4. Respond to general inquiries from the City Council and staff.
5. Draft, review, and approve ordinances and resolutions.
6. Review, draft, and negotiate contracts and leases.
7. Advise on labor and employment related issues.
8. Advise on public records and open meetings issues.
9. Advise on ethics related issues.

Approximate annual proportion of time spent by work area:

Land Use / Planning / Community Development: 30%

Public Works and Environment: 30%

Miscellaneous: 15% (public safety, public meetings, public records, ethics / conflict of interest issues, municipal elections, etc.)

Personnel / Employment: 10%

Finance: 10%

Parks and Recreation: 5%

- B. *Special legal services.* Legal services other than those described above would be provided on a contracted hourly basis beyond the established retainer fee. These would include, but not be limited to, any litigation, arbitration, mediation, code enforcement, eminent domain (condemnation) work, legal services provided at City's request to any independent or separate agency or entity of government where the City Council does not act as a legislative body, or which is not operated as a department or division of the City, attendance at meetings of other agencies at the direction of the City Council or City Manager, preparation of development agreements, subdivision agreements, or special projects or meetings pertaining to such matters for which the City may recover the legal fees or expenses from a third party developer or applicant.

Provide the hourly rate for services outside the scope of the retainer services. Describe any areas of law in which you would need to provide specialized services.

- C. The City will provide office space to a contract City Attorney who will have some office hours at City Hall.

III. REQUESTED INFORMATION.

Proposals shall include the following information at a minimum:

- A. Qualifications for providing City Attorney services, for each attorney likely to provide contract City Attorney services.
- B. Particular areas of knowledge and experience in California law related to cities, including the following:
1. Land use and planning, including CEQA compliance, and specific plans.
 2. The California Coastal Act
 3. Public contracting for planning, construction, and operation of public facilities such as street / highway, sanitary sewer, stormwater management, and renewable energy facilities.
 4. Taxes, fees, charges, assessment districts, bond financing.
 5. Public purchasing and contracts.
 6. Development agreements.
 7. Interagency agreements / contracts.
 8. Ordinance and resolution drafting, review, and approval.
 9. Personnel matters and labor negotiations.
 10. Code enforcement.
 11. Affordable housing.
 12. Takings law.
 13. Recycled water and groundwater management.
 14. Open meetings and public records.
 15. Government ethics.
- C. Litigation experience.
- D. Affiliations or clients that could cause conflicts of interest regarding likely City matters.
- E. How you propose to provide City Attorney services.
- F. Describe your firm's style of working with the City Council and City Manager and staff, including method and frequency of communication.

- G. Describe any work that would NOT be covered by your compensation proposal.
- H. Describe all charges that could be billed to the city.
- I. Hourly billing rates of each attorney or other legal staff and charges for expenses. The City reserves the right to negotiate with firm on structure of the billing and / or retainer fee.
- J. Two references and contact information.

IV. PROPOSAL EVALUATION.

The City Council Human Resources Subcommittee (“Committee”) will review proposals and make recommendations to the full City Council for final approval.
