

CONSOLIDATED DIKING IMPROVEMENT DISTRICT NO. 1

REQUEST FOR QUALIFICATIONS FOR LEGAL SERVICES

PROPOSALS DUE MAY 15, 2025

Notice is hereby given that sealed proposals will be received by the District Manager of Consolidated Diking Improvement District No. 1 (CDID#1) until **4:00 PM, Thursday, May 15, 2025** for the contracted services of qualified independent legal counsel to represent the District.

The intent of this Request for Qualifications (RFQ) is to solicit competitive sealed qualifications from highly qualified attorneys with extensive experience in municipal law and special purpose districts. Preference will be given to those organizations or individuals who demonstrate a record of experience as defined within the scope of this RFQ.

The District is a special purpose district of the State of Washington, as authorized by Chapter 85.08 of the Revised Code of Washington (RCW). The District is funded by a property tax assessment and governed by a 3-person Board of Supervisors with a volunteer Advisory Committee. In-person attendance at Board of Supervisor meetings is required on a bi-monthly basis. More information about the District is available at <https://www.cdid1.org/>.

The District reserves the right to reject any or all proposals; accept the proposal deemed in the District's best interest; waive any informalities in the review process; base award upon experience and quality of service, and/or delay the award of a contract if it's in the best interests of the District.

Proposals must be submitted to the CDID#1 Main Office, 5350 Pacific Way, Longview WA 98632 and clearly labeled as "Statement of Qualifications for CDID#1 Legal Counsel". A fee schedule for legal services should be included with the submittal but sealed separately.

Direct legal questions about CDID#1 to Frank Randolph, District Attorney at ffrlaw@comcast.net.

Direct general questions about this RFQ to Amy Blain, District Manager at amy.blain@cdid1.org.

DATED at Longview, Washington, this 15th day of April, 2025.

CONSOLIDATED DIKING IMPROVEMENT DISTRICT NO. 1

Amy N. Blain

Amy N. Blain, District Manager



Background

Consolidated Diking Improvement District Number 1 (CDID#1) is a special purpose district pursuant to Chapter 85.08 of the Revised Code of Washington, formed in 1923. The District is funded by a property tax assessment and governed by a 3-person Board of Supervisors with a volunteer Advisory Committee. Our mission is to "Protect life, property, and environment by providing comprehensive flood protection for the portions of the City of Longview, City of Kelso, and Cowlitz County that fall within our jurisdictional boundaries." We are responsible for the operation and of 19 miles of federal levee, and 35 miles of internal sloughs, ditches and drainages that protect almost 12,000 acres.

Minimum Qualifications

Attorneys responding to this RFQ must be able to demonstrate compliance with the following minimum requirements:

- Possess a Juris Doctorate graduate degree from a law school accredited by the American Bar Association
- Have a current license to practice law and be in good standing with the Washington State Bar Association
- Have at least (5) five years experience in the practice of municipal law and special purpose districts, with particular experience in land use and development
- Have a current city business license
- Maintain comprehensive professional liability insurance policy in the amount not less than \$1,000,000

Scope of Work

The scope of services for District representation includes providing regular legal services and advice to District staff and Board of Supervisors on a variety of subjects including but not limited to District power and authority, federal and state and local laws and regulations, eminent domain, nuisance abatement, public/private development partnerships, bidding and construction, purchasing and procurement, property acquisition and easements, sale and transfer of real property and interests, employment, public disclosure, open public meetings, claims for damages and methods to avoid litigation. At a minimum, the successful firm or individual who will represent the District is expected to do the following:

- Attend in-person Board meetings on the second and last Tuesday of every month, from 9:00-10:30AM PST
- Recommend methods and strategies to avoid claims and litigation
- Appear before administrative agencies, hearings examiners and courts to represent the District's interests
- Prepare and/or review resolutions, contracts, interlocal agreements and other legal documents
- Promote awareness of ethics standard amongst staff, officials and contractors to avoid conflicts of interests
- Assist District staff, officials and contractors to understand their respective legal roles and responsibilities

- Provide procedural guidance in accordance with the Robert's Rules of Order at all Board meetings
- Provide legal advice to staff relating to District business and various governmental issues
- Provide legal opinions to staff relating to issues involving employee discipline up to and including termination
- Prepare formal written legal opinions at the request of the Board of Supervisors
- Perform other legal services and tasks, as requested by the District Manager and/or Board of Supervisors

Accessibility and timeliness of response to written and/or verbal requests for assistance from the District is expected. The District does not provide office space for legal services at its facilities but expects its counsel to attend in-person meetings and be readily available by phone or email.

Proposal Requirements

Interested firms or sole practitioners must submit written proposals to the CDID#1 Main Office at 5350 Pacific Way, Longview WA 98632, no later than 4:00 PM on Thursday, May 15, 2025. Proposals shall be clearly labeled as "Statement of Qualifications for CDID#1 Legal Counsel". At a minimum, proposals must:

- Be limited to not more than ten pages, exclusive of resumes and not including sealed fee schedule
- Demonstrate compliance with the Minimum Qualifications
- Describe the firm or practice, the services it can provide, and how those services best meet District's needs
- Include a statement of qualifications and describe the experience of the attorney who will provide services
- Provide contact information for at least three professional references regarding reputation and qualifications
- List any exceptions to the District's standard contract
- Include a sealed fee schedule with proposed rates for the scope of services
- Disclose any pending litigation or judgements rendered against the firm or individual in any matter relating to professional activities, including pending complaints to the Washington State Bar Association

Contract for Legal Services

The initial contract term is expected to remain in effect for five (5) years beginning June 15, 2025. The District reserves the right to terminate the contract early and without cause upon thirty (30) days written notice.

The District expects all submitting firms or individuals to consent to the District contract, terms and conditions. A copy of the standard contract is available upon request and any exceptions to the language must be noted in the proposal. The District reserves the right to reject or revise the standard terms and conditions prior to contract execution.

Evaluation Process

Proposals will be scored based on the following:

- 40% - Experience: Length of time in business and doing work for special purpose districts and municipal clients
- 40% - Reputation: Professional qualifications and reputation of the specific attorney who will provide services
- 20% - Timeliness: Availability and ability to provide thorough and timely legal advice on a consistent basis

Proposals will be evaluated according to the following process:

- Step 1: Review for compliance with the requirements of this RFQ
- Step 2: Evaluate based on the above scoring metric and conduct of reference checks
- Step 3: Interview with a committee of the District's choosing (up to three applicants)
- Step 4: Select finalist as determined by the committee, and open the respective sealed fee schedule
- Step 5: Commence contract negotiations with the selected finalist, if the proposed fee is acceptable
- Step 6: Authorize the final contract with approval from the Board of Supervisors
- Step 7: Enter into negotiations with the next most qualified firm if Steps 5 and 6 fail to produce a contract