

REQUEST FOR PROPOSAL

Legal Services



**Columbus and Franklin County Metro Parks
1069 W. Main Street
Westerville, Ohio 43081**

January 2017



INTRODUCTION

General Information

The Columbus and Franklin County Metropolitan Park District (District) is requesting proposals from qualified legal firms to represent the District as general legal counsel. The desired firm must have a comprehensive knowledge of all aspects of law; however, when reviewing proposals, the District's evaluation will be weighted but not limited to the following areas of expertise:

- 1) Land acquisition and general real estate
- 2) Special District laws, regulations and codes (ORC 1545)
- 3) Ohio Revised Code
- 4) Human Resources
- 5) Public agency laws, regulation and issues
- 6) Contracts and contract codes
- 7) Law Enforcement

The District reserves the right to reject any or all proposals submitted.

Review Process - During the evaluation process the District reserves the right to request additional information.

Submission of a proposal indicates acceptance by the firm of the conditions contained in this request for proposals, unless clearly and specifically noted in the proposal submitted and confirmed in the contract between the District and the firm selected.

Preferred method of application is through email. Email or hard copy submittals are due to the Columbus and Franklin County Metropolitan Park District by February 1, 2017. Proposals should be addressed to:

Columbus and Franklin County Metropolitan Park District
Attn: Tim Moloney
1069 West Main Street
Westerville, Ohio 43081
moloney@metroparks.net

It is anticipated the selection of a firm will be completed by February 28th with work beginning later in 2017.



NATURE OF SERVICES REQUIRED

Scope of Work to be performed

This RFP has been prepared with the philosophy that the legal firm selected will be a full service legal firm. This is expected to include, but not be limited to providing legal opinions, representing the district in legal matters, assisting with Park District matters, land acquisition and real estate, human resources and personnel matters, reviewing documents and contracts as requested and responding to the District in a timely manner, generally considered to be one business day.

The performance period for the contract between the District and the chosen firm is one year, with an annual review by the District. The contract may be terminated by the District or firm upon written notice to the other party.

The chosen firm will submit monthly invoices to the District for review by the District's Legal Review Committee. The chosen firm should allow 30 days for payment.

DESCRIPTION OF THE DISTRICT

Name and Telephone Number of Principal Contact:

The principal contact with the District will be the Executive Director, Tim Moloney. He can be reached at 614-895-6202 or at moloney@metroparks.net

Background Information: Columbus and Franklin County Metro Parks (Metro Parks) is a public agency serving the citizens of Central Ohio by providing a regional system of clean, safe, natural area parks. Metro Parks features 19 outstanding natural area parks with more than 200 miles of trails and over 27,000 acres of land in seven Central Ohio counties.

The mission of Metro Parks is to conserve open spaces, while providing places and opportunities that encourage people to discover and experience nature. Annually, more than 8 million people enjoy quality outdoor times in the parks, and more than 180,000 people participate in free nature education programs.

Created on August 14, 1945, Metro Parks is an independent political subdivision of the state of Ohio organized under Ohio Revised Code Section 1545 to conserve natural resources and provide natural area parks for people to enjoy. Metro Parks is a separate subdivision of the state of Ohio and is not under the administration of any other governmental unit.



SELECTION PROCESS AND CRITERIA

Selection Process

The selection process will involve the review of the proposals by a panel from the District for the compliance with the requirements of the Request for Proposal. The District will evaluate the proposal including related experience of the firm. Cost will be considered, however, this will not be the sole selection criteria. The Board of Park Commissioners will make the final determination on awarding the contract.

All proposals received by the deadline will be reviewed by the District for content, completeness, experience and qualifications. After those firms deemed the most qualified are selected in the initial round of screening, further evaluation of the selected firms may be conducted as part of the final selection process.

The District reserves the right to select the firm which, in its sole judgment, best meets the needs of the District.

Selection Criteria

Proposals submitted in response to this RFP will be evaluated on the following criteria. The successful firm will demonstrate through its proposal that it has carefully studied the District's expectations as stated in this RFP. The proposal and presentation of past experience must demonstrate to the District that the firm has the professional capability and competency to be a full service legal firm who will provide legal representation for the District.

Selection criteria include:

- * Previous experience with Park Districts or other Governmental experience
- * Knowledge of Special District's unique status within the State
- * Complete familiarity with the codes and laws of the State of Ohio
- * Well rounded knowledge of human resource laws and requirements
- * Experience representing Public Agencies
- * Thorough knowledge of contract law
- * Cost of services
- * Responsiveness to the RFP

PROPOSAL REQUIREMENTS

It is the desire of the District to receive accurate and easily comparable information on all interested firms. We have structured this RFP process in a way which allows for variation in proposals while asking all respondents to provide needed basic information. The process should not get in the way of your proposal and we do not expect flashy or very lengthy proposals. Proposals should be but are not required to be presented in an 8.5" x 11" size. Further, we ask that the proposal be prepared and submitted by the individual attorney or teams of attorneys who will be directly involved with the District's legal needs. We respect senior partners but very much want to meet with the attorneys with whom we may work on a long-term basis. We ask that the individual or individuals who will have the greatest day to day dealings with the District be identified and serve as the firm's representative during the selection process.



The proposal should include the following information to be considered:

1. Cover Letter/Letter of Interest

Indicate name of the attorney who will serve as contact for your firm and be the District's primary contact. Please state firm name, address of office submitting proposal (also include address of main firm office if proposal is submitted by a branch office), telephone number, and type of firm (e.g., corporation, partnership, proprietorship).

Proposals should be addressed to:

Columbus and Franklin County Metropolitan Park District
Attn: Tim Moloney
1069 West Main Street
Westerville, Ohio 43081
moloney@metroparks.net

2. Firm Organization/Credentials/Professional Experience

Please provide a brief description of your firm including number of years in business, professional experience with governmental agencies, specifically Special Districts, types of legal services provided, and the number of employees in the firm.

3. Project Team

Identify the following key members of the legal firm and state their experience and qualifications:

Principal/Partner in charge
Attorneys who will be working directly with the District
Associates

4. Firm Resources and relevant clients

Please describe any special strengths your firm has to offer that are not elsewhere stated in your proposal.

5. Financial/Insurance

Provide a rate sheet detailing your firm's proposed rates and fees for this contract if you receive the award and comparative fees which you charge other organizations.

Indicate amount of professional liability insurance coverage.

The District will not be responsible for expenses incurred in preparing and submitting this proposal.



6. Client References

Please list at least four recent (past five years) public service clients for whom your firm has provided full service legal services. Please include a contact person's name, telephone number.

7. Transmittal Letter

A signed letter of transmittal briefly stating the proposer's understanding of the work to be done, the commitment to perform the work within the time period and a statement that the proposal is a firm and irrevocable offer for 60 days.

8. License to Practice in Ohio

An affirmative statement should be included that the firm and all assigned key professional staff are properly licensed to practice in Ohio.

Submittal Deadline

All proposals must be received by 4:00 pm. February 1, 2017 via email or at Metro Parks Headquarters Office, 1069 W. Main Street, Westerville, Ohio 43081