



## **Fort Worden Public Development Authority**

### **Request For Proposals**

#### **I. Purpose**

The purpose of this Request for Proposals is to solicit and select a qualified individual or firm to provide a full range of municipal legal services for the Fort Worden Public Development Authority.

#### **II. Community Profile**

The Fort Worden Public Development Authority is a government-owned corporation chartered through the city of Port Townsend. The PDA directed its focus to Fort Worden after a 2013 contract took jurisdiction over 90-acres, largely comprised of lodging and partnership headquarters, of our 400-acre campus. The Commission achieves regular milestones and oversees day-to-day operations.

Learn more about our organization at [fortworden.org](http://fortworden.org).

#### **III. Scope of Services:**

The Fort Worden will need a full array of attorney services, including general legal counsel for the PDA Board and staff, including but not limited to: · ·

- Maintain open communication with Executive Director and Board Members.
- Bringing to the attention of the Board, Executive Director matters of relevance pertaining to new legislations or recent court decisions.
- Maintaining a liaison with other associated special counsel. ·
- Review and original preparation of resolutions, and contracts when requested. ·
- Litigation services – Representing the FWPDA as either a plaintiff or defendant. Representing the FWPDA before Administrative proceedings before other governmental units.

- Contract law, including legal advice on such subjects as personal services, equipment, and real estate leases
- Policy development including the integration of new legislation requirements.
- Other areas of particular interest including but not limited to public records act administration and open meetings compliance.

### **Step I – Submittal Criteria:**

The Selection Committee will review all proposals and will invite the most qualified firms to an interview. In reviewing and evaluating the submitted proposals and interviews, the Selection Committee will use the following criteria:

- Advanced knowledge of all municipal public development/government legal issues.
- Availability, references, and billing rates of person or persons serving as the Fort Worden PDA's Contracted Attorney.
- Proposed fee structure.
- Proposed compensation package, inclusive of all service costs.

\*Fort Worden PDA is open to a variety of approaches, including hourly rates or a flat, monthly with add-ons.

Fort Worden PDA reserves the right to negotiate terms as needed to improve elements of the proposal to best meet the needs of Fort Worden PDA, including costs. Qualifications of the key staff that will be assigned to Fort Worden PDA.

- Indicate their assigned role, amount of time available, past relevant experience, and resume, etc.).
- Include a rate schedule for all assigned staff.
- Names and references, including contact person and telephone numbers of organizations for which the firm has provided similar services.
- Submittal of five (5) copies.

### **Step II – Selection:**

Submittals will be narrowed to a short list that may be asked to interview. The Selection Committee will review and evaluate each statement of qualifications based on:

- Demonstrated understanding of municipal public development authority/government issues and law
- Qualifications of assigned counsel and other staffing resources
- Availability of legal counsel to attend meetings and otherwise serve Fort Worden PDA
- Results of references

Fort Worden PDA reserves the right to modify the selection criteria.

### **Step III – Consultant Fee and Contract:**

Upon selection of the firm, the fee and contract can be negotiated with the Executive Director. Fort Worden PDA then considers approval of the contract.

### **VI. RFP Terms and Conditions:**

Not all proposers may be interviewed. The proposers shall be responsible for the accuracy of the information supplied. Fort Worden PDA reserves the right to reject any and all proposals, to issue one or more agreement(s) for the intended scope of services, to waive minor irregularities, to issue additional RFPs, to retain existing counsel, and to either substantially modify or abandon the selection process prior to any award of a contract. Nothing contained herein shall require Fort Worden PDA to award a contract and Fort Worden PDA 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 Fort Worden PDA shall be in a form supplied or approved by Fort Worden PDA and shall at a minimum reflect the specifications in the RFP. Fort Worden PDA reserves the right to reject any proposed agreement or contract that does not conform to the specifications contained in this RFP, and which is not approved by Fort Worden. Fort Worden shall not be responsible for any costs incurred by the firm in preparing, submitting, or presenting its response to the RFP.

### **VII. Schedule of Proposal Processes:**

Fort Worden PDA will make every effort to follow this timetable; however, we reserve the right to modify the proposal process and dates as necessary:

- Distribution of RFP October 1, 2021
- Deadline for Submittal of Qualifications November 30, 2021
- Selection Committee determines finalists December 15, 2021
- Possible Finalist Interviews (via ZOOM) December 20, 2021
- Firm Selected January 1, 2021

### **VII. Submission Deadline:**

Five copies of responsive materials shall be submitted on or before 4:30 PM on November 30, 2021 to David Timmons, Executive Director. Send materials to Fort Worden Public Development Authority, attn: David Timmons, 200 Battery Way Port Townsend, WA 98368. Inquiries can be directed to (360) 531-0066 or [Dtimmons@fortworden.org](mailto:Dtimmons@fortworden.org).

Late submissions, faxes, postmarks, or telephone proposals will not be accepted. Digital proposals may be submitted via email (preferred at this time), but Fort Worden assumes no responsibility for formatting or transmission errors. Proposals should be prepared simply, providing a straightforward, concise description of provider capabilities to satisfy the requirements of the request. Emphasis should be on completeness and clarity of content. Items

such as special bindings, color displays, glossy finishes, and promotional materials are not desired. Submittals should be limited to 10 pages.