

Galveston County Consolidated Drainage District (GCCDD)
1605 Whitaker Dr.
Friendswood, Texas 77546

Professional Legal Services

Request for Qualifications (RFQ)

Document 01-2022

Sealed submittals, plainly marked RFQ #01-2022 for Professional Legal Services, shall be addressed to the Operations Manager and the Board of Directors of GCCDD, 1605 Whitaker Dr., Friendswood, Texas 77546. Statement of Qualifications (SOQs) shall be accepted until 3:00 p.m. May 23, 2022.

GCCDD is asking qualified Professional Legal Firms to prepare Submittals for the following services:

Professional Legal Services, including the traditional scope of work for general legal counsel to the District, Board, the Operations Manager, and staff, and the more detailed services provided in the following sections and scope of work.

This Request for Statement of Qualifications may be obtained from GCCDD's office located at 1605 Whitaker Dr. Friendswood, Texas 77546, by calling Operations Manager Joseph Anderson at 281.482.0404 or at our website (<http://www.gccdd.dst.tx.us>).

CONTINUE BELOW FOR THE COMPLETE REQUEST FOR QUALIFICATIONS DOCUMENTS.

GCCDD reserves the right to reject any or all submittals, to waive technical or legal deficiencies, and to accept any submittal that it may deem to be in the best interest of GCCDD.

PART I: ADMINISTRATIVE INFORMATION

1.1 GCCDD CONTACTS

- A. For all legal, purchasing, technical and schedule questions please contact:
Joseph Anderson
Operations Manager
Phone: 281.482.0404
Email: janderson@gccdd.dst.tx.us

1.2 DUE DATE

- A. Submittals shall be submitted by May 23, 2022, no later than 3:00 pm (local time).

1.3 SCHEDULE OF EVENTS

- A. Request for Qualifications Issued (May 6, 2022)
B. Statement of Qualifications due by 3:00 pm (May 23, 2022)
C. Submittal Evaluations (May 24, 2022)
D. Notification to short-listed Responders (May 30, 2022)

- E. Oral presentations, if requested (June 1, 2022)
- F. Posting of Recommendations to GCCDD's Agenda (June 10, 2022)
- G. GCCDD's Board of Directors Approval (June 14, 2022)

PART II: PURPOSE

2.1 GCCDD desires to contract with interested parties for one (1) or more firms to provide Professional Legal Services. The Responder shall be utilized on "as needed" basis with each task individually authorized, or may be employed by contract as general counsel.

PART III: BACKGROUND

3.1 The Galveston County Consolidated Drainage District is a drainage district governed by Chapters 49 and 56 of the Texas Water Code. The District's mission is to reduce the probability of flooding throughout the Friendswood and Galveston County area by improving drainage, while preserving the natural beauty of the creeks. The District's efforts result in increased safety, higher quality of life, and an environment fostering economic growth.

Galveston County Consolidated Drainage District's jurisdiction encompasses more than 20 square miles of northern Galveston County. The District maintains more than 80 miles of creeks, ditches, and bayous, as well as subdivision detention ponds and other joint projects and works closely with the City of Friendswood, neighboring drainage districts, developers, and contractors.

The operations of the District are controlled by its elected Board of Directors and managed by its Operations Manager.

The Board of Directors meets on the second and fourth Tuesday of each month in the public meeting room of its offices on Whitaker Drive.

PART IV: OBJECTIVE

4.1 GCCDD proposes to select a highly qualified Professional Legal Services provider to deliver services described in this document. These firms or teams who participate in this RFQ process are referred to as "Responders." The successful Responders shall be referred to in this RFQ as "GCCDD Professional Legal Services provider." Responders and any contract attorneys shall be referred to as "Team."

4.2 The evaluation committee will review the Statement of Qualifications (SOQ) and recommend the best qualified teams.

4.3 Responders shall be evaluated on the relevant information submitted to GCCDD.

4.4 GCCDD may make the final selection based solely on this evaluation or may, at its discretion, establish a short list of qualified teams and base its selection on interviews and/or other relevant information.

PART V: REQUIRED QUALIFICATIONS

5.1 Each of the Teams shall satisfy the following requirements:

A. Be composed of licensed and qualified professionals, staff, and any contract attorneys to perform tasks within the intended Scope of Work in the rendition of legal services for the District.

5.2 These tasks may include the following as a Scope of Work:

A. Provide legal advice, counsel, training, consultation, and opinions to the GCCDD Board of Directors, Operations Manager, and staff on a variety of matters, including Texas Open Meetings Act, Texas Public Information Act, District's general contracts, property acquisitions, procurements, employment matters, election matters, taxation matters, and other related legal issues associated with representation of a governmental entity and drainage district.

B. Provide legal representation at board meetings, when requested.

C. Appear before courts, state, and federal agencies to represent the District's interests, if requested.

D. Coordinate with other attorneys who may provide services to the District, or legal counsel for other governmental or private entities, to provide appropriate management of legal issues for the District.

E. Provide other legal services and tasks as requested by the Board of Directors or the Operations Manager.

PART VI: ADDITIONAL FACTORS THAT MAY AFFECT SELECTION

6.1 The selection may be based on, but not limited to, the following factors:

A. Professional qualifications necessary for all aspects of the rendition of legal services and the ability to satisfactorily perform the required services.

B. Past performance and similar work experience with governmental entities and public and private agencies.

C. Specialized experience, years in business as a firm, partnership, or professional corporation, and technical competence of proposed team members as legal professions or assistants in the type of work required.

D. Demonstrated track record of meeting deadlines and ability to accomplish the work within the required time from resources within the individual firm.

E. Avoidance of potential conflicts of interest with current GCCDD projects and interests by the GCCDD Professional Legal Services provider.

PART VII: SUBMITTALS

7.1 Sealed Statements of Qualifications are required. Statement of Qualifications shall be delivered to the Operations Manager of GCCDD located at 1605 Whitaker Dr. Friendswood, Texas 77546 at or before 3:00 pm, local time, on May 23, 2022.

7.2 Late submittals shall not be accepted for any reason.

7.3 All submittals shall be labeled on the outside with the Responder's name and the name of this RFQ. Deliver six (6) copies of the SOQ shall be addressed to:

Operations Manager
Joseph Anderson
1605 Whitaker Dr.
Friendswood, Texas 77546

7.4 To enable GCCDD to efficiently evaluate any SOQ, it is mandatory that Responders follow the required format in preparing a SOQ. SOQs that do not conform to the prescribed format may not be evaluated.

7.5 Each copy of the SOQ shall conform to the following:

A. Shall be bound.

B. Pages shall be no larger than letter - size (8 ½" by 11.

C. Each section defined in PART VIII shall be separated by a tabbed divider.

D. Elaborate covers, bindings, dividers, etc. are not required.

PART VIII: ORGANIZATION OF EACH SOQ

8.1 OUTSIDE COVER PAGE: This shall contain the name of the SOQ, "Professional Legal Services," the name of the Responder, and the submittal date.

8.2 TABLE OF CONTENTS: The next page shall be the Table of Contents.

8.3 SECTION I DIVIDER (LETTER)

A. The first page following the divider shall be a one (1) page letter transmitting the SOQ to the Operations Manager and GCCDD Board of Directors. The transmittal letter shall say that the signer of the Document is authorized by the Responder to sign the Document. The transmittal letter shall contain all of the names of all firms proposed for the Team. All copies of the transmittal letter shall contain the original signature of a partner, principal, or officer of the Responder.

8.4 SECTION II DIVIDER (TEAM ORGANIZATION AND EXPERIENCE)

A. LIST OF TEAM MEMBERS: On one page, list the Team members along with the primary responsibilities they shall have on the Team. It is required that the lead legal service provider is indicated at the top of the list of Team members. Each Team member that is an attorney shall provide the additional following information on such additional pages as are needed:

- i. Law school attended, year of graduation, and year of admission to the State Bar of Texas;
- ii. A resume for each Team member, with sufficient detail of that person's experience, qualifications, and specialties.

B. ORGANIZATION CHART: The next page shall be a simple organization chart of the Team, showing reporting structure of the people proposed to do the work.

C. PROFESSIONAL BUSINESS HISTORY: The final page of this Section shall provide a narrative description of the firm, partnership, or professional corporation's business history.

8.5 SECTION III DIVIDER (SUMMARY OF THE SUBMISSION AND FEES)

A. NARRATIVE: The Responder shall provide on two pages or less a narrative that indicates its legal services experiences and qualifications, its understanding of GCCDD's needs, and the approach to be taken for the legal services requested and the Scope of Work set out in section 5.2 above. The narrative shall end with a summary of the major features of the Responder's SOQ and a statement analyzing the match between the Team's capabilities and needs of GCCDD.

B. PROPOSED FEE STRUCTURE: Although GCCDD has reserved the right to negotiate the terms of a contract or engagement letter with any legal services provider selected (as set out in Section 9.6), the Responder should propose a fee structure, whether hourly rate, retainer, or alternative fee arrangements.

8.6 SECTION IV DIVIDER (QUALITY OF SERVICE)

A. REFERENCES: Responder shall provide up to three references appropriate to the provision of legal services. These references may be contacted by GCCDD, and submittal of the references constitutes authorization from Responder for such contact. Responder may include up to three one-page letters from clients for which they have previously or currently provide legal representation. Any letters should comment on qualitative matters related to services received from the Team member or members.

B. REMARKS: The Responder may include up to two pages to address those issues which do not fall into any of the above categories or to expand on previous answers.

PART IX: ADDITIONAL INSTRUCTIONS, NOTIFICATIONS, AND INFORMATION

9.1 Responders shall not offer any gratuities, favor, or anything of monetary value to any official or employee of GCCDD for the purpose of influencing this selection. Any attempt by the Responder to

influence the selection process by any means, other than the disclosure of qualifications and credentials through proper channels, shall be grounds for exclusion from the selection process.

9.2 Responders who provide false or misleading information, whether intentional or not, in any documents presented to GCCDD for consideration in the selection process shall be excluded.

9.3 INTERVIEWS: After screening, the SOQ Responders shall be notified, in writing, of their status in the selection process. If the interviews are needed, short-listed Responders may be given additional information for interviews. These interviews will focus on an identification of the Responder's program approach and to assessment of the people who would be directly involved in the project.

9.4 INQUIRIES: Please do not contact GCCDD during the selection process to make inquiries about the progress of this selection process. Responders shall be contacted when it is appropriate to do so.

9.5 COST OF SOQ: GCCDD shall not be responsible for costs incurred by anyone in the submittal of qualifications or for any costs incurred prior to the execution of a formal contract.

9.6 CONTRACT NEGOTIATIONS: The RFQ is not to be construed as a contract or as a commitment of any kind. If this RFQ results in a contract offer by GCCDD, thereafter a specific scope of work, fees, required insurance coverage, and other contractual matters shall be determined during contract negotiations. To ensure that the appropriate professionals are assigned, GCCDD may make the inclusion of a "key persons" clause a part of the contract negotiations.

9.7 CONFIDENTIAL INFORMATION: All responses shall be held in confidence from other parties by GCCDD to the extent allowable by law until after the selection process is completed. Responders should be aware that at the completion of the selection process the contents of their SOQ are subject to the provision of the Texas Open Records Act and may be made public. Confidential or Sensitive information should not be included in the SOQ.

9.8 GCCDD POLICIES: Responders should be aware of and therefore, familiar with all pertinent GCCDD policies, including those specifications which shall relate to contracting with GCCDD. More detailed guidance is available upon request.