
HEALTH SERVICES AGENCY

(831) 454-2022



COUNTY OF SANTA CRUZ

ENVIRONMENTAL HEALTH SERVICE
701 OCEAN STREET, ROOM 312 SANTA CRUZ, CALIFORNIA 95060

January 20, 1999

AGENDA: January 26, 1999

Board of Supervisors
County of Santa Cruz
701 Ocean Street
Santa Cruz, CA 95060

SUBJECT: GREATER PASATIEMPO AREA SEWAGE DISPOSAL IMPROVEMENTS

Members of the Board:

On November 10, 1998, your Board considered a status report on efforts being taken to pursue a potential project for improving sewage disposal in the Greater Pasatiempo area. Your Board directed that a further status report on those efforts be provided on January 26, 1999.

As indicated in the last report, staff believes it is important to better define the potential costs of a sewer project and determine how those costs would be charged to the property owners. Once current information on estimated charges is available, public comment can be solicited prior to a determination on whether to further proceed with a project. To that end, Public Works staff has been working with County Counsel to obtain an outside bond counsel to refine potential assessment costs and procedures for financing. County Counsel has prepared a Request for Proposal, which is attached for your consideration. Funds for this work could come from the old Pasatiempo/Rolling Woods Sewer Maintenance District or from CSA 12A, with payback if and when an assessment district is approved. It is expected that a contract for legal services could be brought back to your Board by early April.


In the meantime, Environmental Health staff is preparing an initial study and will take that through preliminary environmental review in order to get a better estimation of the potential direction and cost of full environmental review.


Once a refinement of cost figures is obtained, staff will return to your Board to schedule a date for public hearing and to request authority to send out another notice to all property owners in the area which will provide updated information on the project and notify them of the hearing date.

**Board of Supervisors
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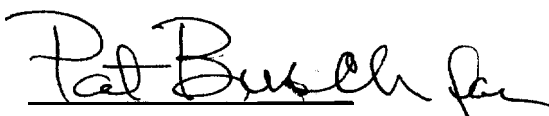
It is RECOMMENDED that your Board accept and file this report on a possible community sewage disposal project for the Greater Pasatiempo Area and authorize Public Works, County Counsel, and Environmental Health to solicit outside legal services for the project, with a further report to be provided not later than April 13, 1999.

Sincerely,


for Charles Moody
Health Services Agency Administrator


John Fantham
Public Works Director

Recommended:


Susan A. Mauriello
County Administrative Office

cc: CAO
County Counsel
Health Services Agency
Environmental Health
Public Works
Planning



County of Santa Cruz

OFFICE OF THE COUNTY COUNSEL

701 OCEAN STREET, SUITE 505, SANTA CRUZ, CA 950604068
(831) 454-2040 FAX: (831) 454-2115

Assistants

DWIGHT L. HERR, COUNTY COUNSEL
CHIEF ASSISTANTS
Deborah Steen
Samuel Torres, Jr.

Harry A. Oberhelman III	Pamela Fyfe
Marie Costa	Ellen Lewis
Jane M. Scott	Kim Baskett
Rahn Garcia	Lee Gulliver
Tamyra Rice	Dana McRae

January 26, 1999

**Re: Request for Proposals for Legal Services for Santa Cruz County
and the Pasatiempo Rolling Woods Sewer Maintenance District**

Dear:

The County of Santa Cruz has identified your law firm as one of several from which to seek proposals for legal services to assist with the implementation of the Pasatiempo Rolling Woods Sewer Maintenance District. The specifics for the Request for Proposals are included with this letter including the minimum qualifications, the selection procedure, and the information required to be submitted with your proposal. The County will be evaluating the various submittals it receives based on the qualifications of the candidate or candidates as well as the costs of the legal services.

The deadline for submission of proposals is February 19, 1999. Any proposals received after that date will be deemed non-responsive and will not be considered. Should you have any questions about the Request for Proposals or your response, feel free to contact Dana McRae at (831) 454-2034.

Thank you for your interest in this process. Please send your completed proposals for receipt on or before February 19, 1999.

Office of the County Counsel
Attn: Dana McRae
Assistant County Counsel
701 Ocean Street, Room 505
Santa Cruz, CA 95060

Very Truly Yours,

DWIGHT HERR
County Counsel

REQUEST FOR PROPOSALS

The County of Santa Cruz ("County") desires to retain the services of a law firm or attorneys to provide legal services in the area of public financing.

Attorneys selected will work on the public financing of a public project and will work in conjunction with the Office of the County Counsel, the Department of Public Works and the affected County departments. The law firm or attorneys will furnish complete professional services including all work necessary for the public financing of the project.

MINIMUM QUALIFICATIONS

1. Attorneys providing services shall be licensed by the State of California to practice law and also admitted before the Federal courts of the Northern District of California.
2. The attorney providing the primary service to the County shall be able to demonstrate particular expertise in the area of law relating to public financing. This expertise may be demonstrated by previous matters handled for other public entity clients.
3. The attorney providing the primary service to the County shall demonstrate at least seven years of experience as an attorney in the State of California, and at least five years of experience in the laws related to public financing.
4. The County is an equal opportunity employer. Each attorney or firm shall comply with Federal, State and County equal employment opportunity requirements.

ATTORNEY SELECTION PROCEDURE

1. A review panel of qualified professionals will be appointed by the Board of Supervisors, or its designee. The identity of review panel members will not be revealed before the interviews.
2. The review panel will review proposals and determine which applicants to call for an oral interview. Each oral interview will be scheduled for 30 minutes.
3. Proposals will be evaluated on the following criteria:
 - A. Demonstrated expertise in representing public entities in matters regarding public financing.
 - B. Demonstrated knowledge of public entity law related to public financing.

- C. An understanding of the subtleties of the representation of public entities.
 - D. The capability for teamwork between the attorney and the relevant County departments, agencies and the Office of the County Counsel.
 - E. The relevancy and quality of recent work, including pertinent references.
 - F. The capacity to perform work within limited budgets.
 - G. The expertise, professional experience and capabilities of the lead attorney and other attorneys in the firm who will be performing legal services for the County.
4. The reviewing panel will rank the firms or attorneys interviewed in descending order of preference. The resulting list will be submitted to the County Board of Supervisors for final selection. All applicants will be advised of the firm selected. No other information will be released.
 5. Negotiations regarding the attorney services and the amount and method of compensation will be conducted by the Office of the County Counsel in consultation with the Department of Public Works with the top-ranked firm or attorneys. If agreement is not reached with a firm or attorneys within a reasonable period of time, negotiations with that firm or attorneys will be terminated at the County's discretion.
 6. The contract negotiated with the selected firm or attorneys will be submitted to the Board of Supervisors for approval and execution.
 7. The County reserves the right to reject any and all proposals received by this request. The County is under no obligation to award any contract.

INFORMATION TO BE SUBMITTED

Attorneys or firms wishing to respond to this Request for Proposals must submit the following minimum information in four copies. The nature and form of response are at the responder's discretion, but must not exceed **12** pages. The following minimum information must be included:

1. Information on the firm or attorneys:
 - A. Name, address and telephone number of principal office;

- B. Type of organization, (i.e. partnership, corporation, etc.);
 - C. Description of the type of legal services usually provided by the firm;
 - D. The name of the attorney who would have primary responsibility for the matter, the names of the partners, their professional qualifications, State Bar numbers and resumes of experience; and
 - E. Names of associates who will be working on these matters, their professional qualifications, State Bar numbers and resumes of experience.
2. The name, address and telephone number of the person to whom correspondence should be directed.
 3. Professional Errors and Omissions Malpractice Liability Insurance information.
 4. List of at least 10 public finance matters the primary attorney has handled and the clients represented. Include in detail your expertise representing a public entity in a public financing matter.
 5. Attach at least two pertinent writing samples related to public financing. (Note: these samples do not count against the 12 page limit).
 6. In narrative form, please describe your technical approaches to providing legal services to the County including a description of
 - A. How you plan to organize and provide these services to the County, if selected;
 - B. The relevance of your experience or your firm's experience to the provision of legal services to the County;
 - C. Your understanding of the important and unique considerations in providing legal services to a public entity; and
 - D. The interaction between you or your team and the County, and the techniques you will use to provide effective legal services within limited budgets.
 7. Each applicant shall bear its own costs in preparing a responsive proposal. All submitted proposals shall remain the property of the County. Proposals received after the submittal deadline specified in the cover letter will be returned and will not be considered.

ATTORNEY LIST FOR BOND COUNSEL SERVICES

1. David G. Casnocha, Esq.
Stradling, Yocca, Carlson & Rauth
44 Montgomery Street, Suite 2950
San Francisco, CA 94104
(415) 765-9180, Fax: (415) 283-2255
2. Thomas Downey, Esq.
Jones & Hall
650 California Street, 18th Floor
San Francisco, CA 94108
(415) 391-5780, Fax: (415) 391-5784
3. Brown & Wood LLP
555 California Street, 50th Floor
San Francisco, CA 94 104
(415) 772-1200, Fax: (415) 397-4621
4. O'Melveny & Myers
275 Battery Street
San Francisco, CA 94111
(415) 984-8700, Fax: 415) 984-8701
5. William Hodges Webster
Webster & Anderson
469 - 9th Street, Suite 240
Oakland, CA 94607
(510) 839-3245, Fax: (510) 839-2058
6. Robert M. Haight
Law Offices of Robert M. Haight
5401 Scotts Valley Drive, Suite A
Scotts Valley, CA 95066
(83 1) 438-6610, Fax: (83 1) 438-1367
7. William M. Marticorena
Rutan & Tucker
611 Anton Boulevard, Suite 1400
P.O. Box 1950
Costa Mesa, CA 9262% 1950
(714) 641-5100 or (213) 625-7586, Fax: (714) 546-9035