



James Island Public Service District

Dedicated to Public Service Excellence

Request for Qualifications (RFQ)
For
Legal Services
RFQ 2019-01

Contact Information: James G. Game, MBA
Attn: Interim Chief Financial Officer
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Charleston, SC 29422

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<https://www.jipsd.org/bids-proposals/>

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GENERAL CONDITIONS

James Island Public Service District (District) is seeking interested legal firms that have extensive experience in governmental law.

The District is governed by seven elected Commissioners, who establish policy and execute the business of the District through the Administrator.

1. Inquiries

All inquiries related to this RFQ are to be directed to the Interim Chief Financial Officer, James G. Game, MBA at gamej@jipsd.org. The District will not be responsible for any oral instructions made by any employee of the District in regard to this RFQ.

Any interpretation of or changes to the RFQ will be made in the form of a written addendum to the RFQ and will be posted on the District's website on February 20, 2019.

2. Submitting a Response

Respondents shall submit one (1) original, containing manual signature of authorized representative, and seven (7) copies by 11:00 a.m. on February 28, 2019 to the following address.

Physical Address
James Island Public Service District
1739 Signal Point Rd
Charleston, SC 29412

Mailing Address
James Island Public Service District
PO Box 12140
Charleston, SC 29422

3. Acceptance of Responses

An acceptable response shall fully address the submission requirements, be legibly signed in ink by the respondent, and be submitted on time to the proper address. Any response that does not comply with the instructions provided shall not be accepted.

4. Revisions and Amendments

The right is reserved, as the interest of the District may require, to revise or amend the specifications prior to the date set for opening of RFQ, such revisions and amendments, if any, will be announced by an addendum to the RFQ. In such case, the addendum will be posted on the District's website on February 20, 2019. The respondent shall acknowledge receipt of all addenda by signing, dating, and returning the acknowledgement page of the addendum with their RFQ.

GENERAL INFORMATION

Firms may be invited to make presentations at the designated JIPSD Commission meeting.

| Date | Time | Description |
|---------------|-------------|---|
| Jan. 14, 2019 | | Commission directive to issue RFQ for Legal Services |
| Feb. 1, 2019 | | Release of RFQ to Public, Posted on JIPSD website |
| Feb. 14, 2019 | 5:00 pm | Last Day for Written Inquiries |
| Feb. 20, 2019 | 5:00 pm | Anticipated date that answers to written inquiries in the form of an addendum will be posted on JIPSD website |
| Feb. 28, 2019 | 11:00 am | RFQs Due |
| Mar. 4, 2019 | | List of RFQs submitted to Administration Committee members for evaluation |
| Mar. 11, 2019 | | Presentations for Commission, if needed |
| Mar. 25, 2019 | 7:00 pm | Commission selection of the Legal Services provider |

SPECIFICATIONS

The James Island Public Service District (District) is seeking Legal Services from qualified individual attorneys and law firms who have offices in Charleston County to provide legal services for the Commission of the District. The attorney(s) will also be responsible for providing legal advice to the Administrator and staff of the District, which may include **reviewing** and/or reviewing legal instruments.

SUBMITTAL FORMAT

To ensure that all RFQ's are fairly evaluated, scored and ranked, it is very important that the RFQ's are prepared according to the prescribed format. Failure to follow this requirement may result in the disqualification of your proposal.

A. For ease of evaluation:

It is suggested that a 3 ring binder be used
8 ½ x 11 paper, Portrait Orientation
With headings and sections numbered
The sections should be separated by using divider tabs for easier reference
Fold out pages may be used, where appropriate, but should not exceed five percent (5%) of the total number of pages of the entire proposal. All pages shall be sequentially numbered. If necessary, it is recognized that existing financial reports, documents, or brochures, may not comply with the just-prescribed format. They will be acceptable in current form and need not be reformatted.

B. Basic Submittal Information:

Response Form (attached)

Letter of Intent: This letter will summarize in a brief concise manner, the proposer understands the Terms and Conditions, Scope of Work and will make a positive commitment to perform the work/service in a timely manner. The letter must be signed by an official authorized to make such commitments and enter into a contract with the District. The letter must indicate the official's title or authority. The letter should not exceed two (2) pages in length.

Acknowledgement of Addenda: Include the signed and dated acknowledgement page of the last/final addendum issued by the District, if applicable.

Each respondent should attach his/her set of typed responses to the following qualification/evaluation criteria and place under the respective tabs shown below:

Tab 1

1. State the full legal name and organization structure of the firm. Include the business address, phone number, and biography of attorney(s) to be assigned to the Commission. Indicate and discuss the fact that your law firm has offices located in Charleston County, South Carolina (a requirement).
2. State whether the applicant is a member in good standing with the South Carolina Bar. Explain the circumstances if the applicant has ever been suspended or publicly reprimanded by the South Carolina Bar.
3. Provide a listing of the legal matters within the scope of your law firm's practice.

4. Give the name of your professional liability insurer, the amount of coverage provided and the policy number and expiration date.
5. Describe the individual's or firm's minority or woman-owned business status, including the number of minorities and women in the office or firm.
6. Provide three (3) professional references with the contact persons' mailing addresses and telephone numbers.
7. Disclose any current or past contractual relationship with any member of the Commission, or District associate. Disclose any potential conflict of interest not identified above.

Tab 2

Describe the experience of your law firm and the attorney(s) to be assigned to the District in legal matters relating to

1. governmental units and public entities; and
2. personnel issues, including litigation.

State whether your law firm has the capability to handle all legal matters assigned to it by the District, or will the firm have to go outside the firm for consultation. If another firm is used, please discuss fully and identify all pertinent details.

Tab 3

Submit any additional information not specifically requested herein above that you deem pertinent to the RFQ.

Tab 4

Give a detailed outline of your fees, including any additional costs that might be incurred. Discuss fully.

EVALUTION PROCESS

If necessary, District staff will provide the initial evaluation of all responses to ensure each submission meets the requirements set forth in this RFQ. The Commission will review all qualified submissions and make the final selection(s).

Screening of responses will be based upon the following and on the responses to the RFQ. The order does not necessarily indicate priority.

- Qualifications
- Experience and capabilities of the firm
- Experience of the personnel who will be working on District matters
- Available legal resources
- Knowledge of local government/public entities/special purpose districts
- Ability to perform in a timely manner
- Other factors or conditions affecting the proposer's performance under this RFQ and needs of the Commission.
- Fees and Costs

The Commission will evaluate each proposal submitted in response to the RFQ based upon the above-stated criteria and the responses to the RFQ. An interview may be conducted by the Commission with the qualifying firms before selecting the firm(s) to represent the District.