

# Walla Walla Watershed Management Partnership

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## REQUEST FOR QUALIFICATIONS AND QUOTATIONS Professional Services: Legal Services Provider

#09-001

The Walla Walla Watershed Management Partnership (Partnership) solicits interest from qualified applicants to provide legal services. This Request for Qualifications and Quotations (RFQQ) does not constitute a contract for services performed or to be performed. Following the selection of the provider, the Partnership will negotiate a contract including a finalized scope of services and fee structure.

**INTRODUCTION:** The Walla Walla Watershed Management Partnership is a public agency formed as a Water Management Board under Chapter 183, Session Laws of 2009. The Partnership is currently in a setup phase where it is establishing necessary policies and procedures to operate as a public agency. Additional work is focused on implementing authorities granted to water management boards by Chapter 183, Session Laws of 2009.

### **SCOPE OF WORK:**

1. Provide legal advice, counsel, and consultation to the Executive Director, Partnership Board, and Partnership Committees as assigned, including but not limited to: Washington State water law and policy, purchase, sale and transfer of water rights, employment legal matters, governmental procurement, public disclosure issues, and tort law. This advice includes methods to avoid civil litigation.
2. Assist in the development of policies, procedures, and guidelines to implement Chapter 183, Session Laws of 2009.
3. Furnish legal representation at meetings when requested.
4. Prepare and review documents for legal correctness and acceptability.
5. Work cooperatively with other legal counsel for special Partnership projects.
6. Assist Partnership Board, employees, and committee members to maintain awareness of ethical standards and appearance of fairness standards, and to avoid potential conflicts of interest.
7. Assist Partnership Board, employees and committee members to understand the legal roles and duties of their respective offices and interrelationships with others.
8. Provides the Executive Director and Partnership Board with guidance as to procedural matters relating to Partnership Board meetings.
9. Performs other legal services and tasks, as assigned by the Executive Director.

**CONTRACT TERM:** The Partnership anticipates entering into a contractual agreement with the selected legal service provider(s) beginning in October 2009 and continuing as funds are available up to June 2011, with options for renewal with approval of the Partnership Board.

**TO APPLY:** To be considered as an applicant, submit a Statement of Qualifications and Quotation, limited to six pages, including the following information:

1. Firm Experience
  - Provide a narrative description of the firm.
  - Describe the general experience of the firm.

- Identify other relevant clients and experience with relevant issues including environmental law, complicated agreements including interlocal agreements, water law, and government operations.
  - Include firm contact information.
2. Proposed Attorney/Team
    - Name and describe the attorney(s) and/or team proposed. Clearly identify the lead attorney and name assisting attorney(s) or staff.
    - Provide a resume or similar description for each team member, with detail in the experience and qualifications of the lead attorney.
    - If specialty attorney(s) or additional resources are available through your firm (in addition to the named team) to meet special or unusual needs, please identify such individuals and specialties as well.
  3. Proposed Fee Structure
    - Propose a fee and compensation structure, inclusive of all service costs. The Partnership will consider the proposed compensation as a “best and final offer,” although the Partnership reserves the right to negotiate terms as needed to improve elements of the proposal to best meet the needs of the Partnership, including cost.

Submittals must be received no later than 5:00 p.m., September 21, 2009. Office hours are 8:00 a.m. to 5:00 p.m. Monday through Friday. Questions should be directed to Cathy Schaeffer at 509.524.5216 or [cathy.schaeffer@wvcc.edu](mailto:cathy.schaeffer@wvcc.edu).

Submit an electronic PDF copy of your Statement of Qualifications and Quotation to:

**Walla Walla Watershed Management Partnership**  
**ATTN: Cathy Schaeffer**  
**WWCC Water and Environmental Center**  
**500 Tausick Way**  
**Walla Walla, WA 99362**

**Or:** [office@wallawallawatershed.org](mailto:office@wallawallawatershed.org)

The Partnership will not be liable for any costs incurred by applicants in preparation of a submittal in response to this RFQQ, in conduct of a presentation, or any other activities related to responding to this RFQQ. This RFQQ does not obligate the Partnership to contract for services specified herein. The Partnership reserves the right at its sole discretion to reject any and all proposals received without penalty and not to issue a contract as a result of this RFQQ. The Partnership reserves the right to select more than one legal services provider. The Partnership reserves the right to award the contract to that proposal that best meets the needs and interest of the Partnership.

**SELECTION PROCESS:** Statements of Qualifications and Quotation received by the deadline will be subject to preliminary staff review to identify that all required information is provided in the Statement. Evaluation and interview of applicants will occur by October 1, 2009. The Partnership will select the preferred consultant(s) and negotiate with each selected consultant to develop a contractual agreement, which will be considered for approval by the Partnership Board on October 6, 2009.

Participation by minority and women-owned firms is encouraged. The Walla Walla Watershed Management Partnership is an Equal Opportunity Employer and complies with the Americans with Disabilities Act.