

Cambria Community Healthcare District



Request for Proposal General Counsel Legal Services

Proposals are due by January 17, 2025

Issue Date: December 18, 2024

Proposals should be addressed to Cecilia Montalvo,
President of the Board of Directors, via electronically to:
Linda Hendy, Administrator
at Lhendy@cambria-healthcare.org

Proposals sent by mail must be directed to:
Cambria Community Healthcare District
Attn: Cecilia Montalvo, President
2535 Main Street
Cambria, CA 93428

I. REQUEST FOR PROPOSALS

The Cambria Community Healthcare District (District) has issued a Request for Proposals (RFP) and invites law firms and individuals with qualifications and experience representing public agencies to submit proposals to serve as General Counsel for the District; provide general counsel legal services; represent the District in legal proceedings; and, as determined necessary, manage the engagement and coordination of Special Counsel.

General Counsel will enter into a contract with the District establishing the terms and compensation for the subject services and will report directly to the Cambria Community Healthcare District Board of Directors and Administrator.

II. INTRODUCTION

The Cambria Community Healthcare District was organized in 1947, under the authority of section 3200, et.seq., of the Health and Safety Code of the State of California. The District formation was approved by the local voting constituency and was authorized by the San Luis Obispo County Board of Supervisors.

The District is a public, tax and fee supported special district. The District provides advance life support ambulance service to the north coast of San Luis Obispo County, including Cambria, San Simeon, and the surrounding rural areas, and also serves the southernmost part of Big Sur through a contract with AMR in Monterey County. The District is also responsible for recruiting needed healthcare services to the area and providing community health education.

The District's mission is to improve the health of district residents by providing Emergency Services, Enhancing Access to Care and promoting wellness. The District is governed by a five-member Board of Directors. The Administrator manages the day-to-day operations of the District in accordance with the policies and procedures established by the Board of Directors.

Additional information about the District's service area, its customers, Board of Directors, staff, programs, activities, and finances are provided on our website at www.cambria-healthcare.org

III. SCOPE OF SERVICES

The District is soliciting the interest of qualified professional law firms or an individual to provide a range of legal services. The contract term will be three years, with annual renewals contemplated based on a mutually agreeable working relationship. The successful candidate will be expected to provide the following general counsel services including, but not limited to:

- 1) Represent and advise the Administrator and Board as directed in all matters pertaining to their role in the organization and provide advice or opinions on the legality of all matters under consideration by the Board or Director and Administrator.
- 2) On an as-needed basis, attend and represent the District's legal interest at select Board of Director meetings. Meetings are typically held on the fourth Tuesday of the month at 9 AM in Cambria, California, and via Zoom.
- 3) The range of needed services routinely includes but is not limited to the following areas of law: Brown Act compliance, Public Records Act, Conflicts of Interest, Election law, contracts, real estate and property transactions, land use, and environmental law, public contracts/capital projects, Americans with Disabilities Act, personnel, employee relations, code enforcement, tort liability, and risk management.
- 4) Review proposed contracts, leases, and other legal documents.
- 5) Represent the District in civil litigation brought on behalf or against the District as necessary and directed by the Board.

The successful applicant must be an attorney licensed to practice law in the state of California. A strong generalist background in municipal law is preferred, with an emphasis on contract management and public employment law. The successful candidate will demonstrate the ability to identify and help manage risk and offer options to the Administrator while being cognizant of and acting prudently with respect to the District's limited financial resources.

IV. GENERAL PROPOSAL INFORMATION

- 1) All Proposals submitted will become the property of Cambria Community Healthcare District.
- 2) Respondent may modify or amend its Proposal only if the District receives the amendment prior to the deadline stated herein for receiving Proposals.
- 3) A Proposal may be considered non-responsive if conditional, incomplete, or if it contains alterations of form, additions not called for, or other irregularities that may constitute a material change to the Proposal.
- 4) Proposal Validity – Proposals must be valid for a period of at least 120 days from the closing date and time of this solicitation. Proposals may not be withdrawn after the submission date.

- 5) Pre-Contractual Expenses – The District shall not, under any circumstance, be liable for any pre-contractual expenses incurred by Respondents in the preparation of their Proposals. Respondents shall not include any such expenses as part of their Proposals.

V. ANTICIPATED PROPOSAL SCHEDULE

This solicitation is subject to the following schedule:

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| • Solicit Proposals | December 18, 2024 |
| • Last day for Respondent comments or questions | January 10, 2025 |
| • Proposals due | January 17, 2025 |
| • Candidate Interviews/Presentations | January 21-22, 2025 |
| • Notice of Recommended Award | January 24, 2025 |
| • Recommendation to the Board of Directors | January 28, 2025 |

VI. RESPONDENT QUESTIONS, REQUEST FOR CLARIFICATION, AND EXCEPTIONS

Questions regarding any aspect of this solicitation should be submitted via email to: Lhendy@cambria-healthcare.org. In the event that the Respondent has any questions, requests for clarification, or wishes to take any exceptions regarding any part of this solicitation, the Respondent should notify the District in writing no later than January 10, 2025.

VII. PROPOSAL FORM AND CONTENT

The proposal must be organized in accordance with the list of proposal content.

- A. Letter of Transmittal: Include a cover letter signed by a duly authorized representative.
- B. Summary: Introduce the proposal and summarize the key provisions of the proposal. Based on your firm's expertise and qualifications, explain why your firm is best suited to provide the services described herein.
- C. Statement of Understanding: Include a detailed statement of understanding of the legal services to be provided. If there are services listed in this RFP that the firm will not be able to provide, please be certain to address that in your response.
- D. Background and Experience: Describe the firm's background and history, including the number of years in practice. List the location of office(s) that would serve the District. Identify key personnel that would provide the services described in this RFP.
- E. References: Include a list of references.
- F. Additional Information: Provide any other information that the firm believes is applicable to the evaluation of the proposal or your qualifications for providing the proposed legal services.

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RFP FORM

This page, or a copy thereof containing an original signature, must be attached to and made part of each firm's written proposal.

In compliance with this request for proposals and all the conditions imposed therein and hereby incorporated by reference, the undersigned offers and agrees to furnish the services in accordance with the attached signed Proposal or as mutually agreed upon by subsequent negotiation.

Name and Address of Company

(Name of Company)

(Mailing Address of Company)

(City, State, Zip)

Date: _____

By: _____
(Print Name)

(Signature)

Title: _____

Telephone Number: _____

Email: _____