

**DEL NORTE**  
**LOCAL AGENCY FORMATION COMMISSION**  
1125 16<sup>th</sup> Street, Suite 202  
Arcata, California 95521  
TEL (707) 825-9301 FAX (707)825-9181  
eo@delnortelafco.org

**GENERAL LEGAL SERVICES**  
**REQUEST FOR QUALIFICATIONS (RFQ)**

The Del Norte Local Agency Formation Commission (LAFCo) is seeking Statements of Qualifications from qualified attorneys or law firms interested in providing LAFCo with the following general legal services:

- Routine legal advice, telephone and personal consultations with LAFCo members and staff.
- Review and/or preparation of staff reports, ordinances, resolutions, agreements, contracts, forms, notices, certificates, and other LAFCo required documents.
- Attendance (in person or remotely) at LAFCo regular and special meetings.
- Attendance (in person or remotely) at meetings with staff and Commissioners when necessary.

Del Norte LAFCo will award a contract to a single attorney or firm to represent LAFCo in all routine legal matters. LAFCo may also contract for specialized legal services outside of this solicitation. LAFCo is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, sex, religion, age or handicapped status in employment or the provision of services. It reserves the right to accept or reject any and all qualification packages either in whole or in part with or without cause, waive any conditions provided in the RFQ or cancel the RFQ. LAFCo shall make the award to respondent that would serve in LAFCo's best interest.

**MINIMUM QUALIFICATIONS**

The selected attorney or firm must meet and comply with the following requirements:

- Admitted to practice law in State of California and be in good standing.
- Familiarity with Cortese-Knox-Hertzberg Local Government Reorganization Act; California Environmental Quality Act; special district law; Brown Act; and related California Codes.
- Professional liability insurance.
- Confirmation that firm is free from potential conflicting interests.

**SUBMITTAL REQUIREMENTS**

Each respondent should submit the following:

**Letter of Interest**, not exceeding three pages, summarizing attorney or firm's expertise, qualifications and approach to providing services to a small LAFCo with limited budget. The letter shall include the attorney or firm name, mailing address, telephone number, e-mail address, and name of contact for further information.

**Qualifications and Related Experience**, with sufficient information to address the minimum qualifications above.

**Resumes and References**, of firm's principal and key personnel assigned to this engagement; and contact name, address, telephone, fax and e-mail address for three references.

Qualifications must be received no later than 5:00 p.m. September 28, 2021 by email to:  
Del Norte LAFCo Executive Officer George Williamson AICP

[eo@delnortelafo.org](mailto:eo@delnortelafo.org)

Late submittals, will not be considered. LAFCo staff will review submitted qualifications, check references, and select up to three candidates to be interviewed who are considered to be best qualified to perform LAFCo contract legal services. All respondents that submit qualifications will be notified of candidate selection results.

**QUESTIONS**

Direct questions to George Williamson AICP, Executive Officer, at [eo@delnortelafo.org](mailto:eo@delnortelafo.org).

**SCHEDULE**

RFQ Released	September 7, 2021
Qualifications Due	September 28, 2021
Qualifications Review Period	September 29-October 1, 2021
Interviews (if necessary)	October 5-12, 2021
Commission Selection	October 25 2021