

**Solicitation Consideration** 



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# **Topics to Discuss**

- Scope of the Ad Hoc Committee
- Review of Current Agreement
- Potential Solicitation
- Schedule
- Next Steps

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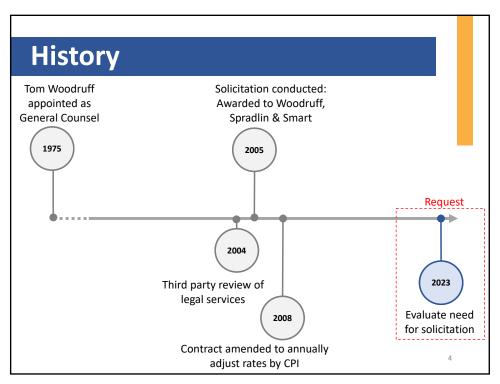
# **Scope of Committee**

#### **Steering Committee Direction:**

Review current general services legal contract as well as policy, process, and potential solicitation of general counsel legal services.

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### **Current Contract**

Woodruff, Spradlin & Smart

- Bradley R. Hogin, Principal General Counsel
- Established in 2005, amended in 2008
- Approved by Board
- No expiration date
- Rates increase each year by CPI

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## **Areas of Counsel**

- Public Works
- Environmental Law
- Contracts
- Special District Law
- Utility Rate Setting
- Water Law
- Real Estate and Related

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# **Comparable Agencies**

	Costa Mesa Sanitary District	LACSD	Western Municipal Water District	Eastern Municipal Water District
Number of years with current firm	28 years	30+ years	69+ years	1.5 years
Last solicitation	1994	2020	Not in last 19 years	Do not compete
Legal service structure	2 counsels: • General • Personnel	Multiple:     General     Special     (as needed)	Multiple:     General     Special     (as needed)     Employment	Multiple:     General     Special     (as needed)

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## **Considerations of Solicitation**

#### **Advantages**

- Market investigation
- Transparency
- Open competition
- Fiduciary responsibility of public funds
- Opportunities for eligible firms
- Consultant diversity
- Accountability

#### **Disadvantages**

- Loss of institutional knowledge
- Disruption in continuity of service
- Possible increase in rates
- Time and resources to conduct solicitation

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# **Timeline**

Description	Date	
Board Approval for Solicitation	November	
Solicitation Development	November – January	
Active Solicitation	February – March	
Evaluation	March – May	
Negotiations	May	
Contract Award	June	
New Contract Effective	July	

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# **Next Steps**

- Update Steering Committee on Ad Hoc Committee recommendations
- Board action needed if conducting solicitation
  - Approve conducting solicitation
  - Body overseeing the process
  - Define or expand the scope of oversight
- Develop scope of work
- Begin developing solicitation package

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