

# General Legal Services Ad Hoc Committee

## Solicitation Consideration

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**OC SAN**  
ORANGE COUNTY SANITATION DISTRICT

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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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## History

The timeline shows the following events:

- 1975:** Tom Woodruff appointed as General Counsel
- 2004:** Third party review of legal services
- 2005:** Solicitation conducted: Awarded to Woodruff, Spradlin & Smart
- 2008:** Contract amended to annually adjust rates by CPI
- 2023:** Evaluate need for solicitation (highlighted with a red dashed box and labeled 'Request')

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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
<b>Number of years with current firm</b>	28 years	30+ years	69+ years	1.5 years
<b>Last solicitation</b>	1994	2020	Not in last 19 years	Do not compete
<b>Legal service structure</b>	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

<p style="text-align: center; font-weight: bold; margin-bottom: 10px;">Advantages</p> <ul style="list-style-type: none"> <li>Market investigation</li> <li>Transparency</li> <li>Open competition</li> <li>Fiduciary responsibility of public funds</li> <li>Opportunities for eligible firms</li> <li>Consultant diversity</li> <li>Accountability</li> </ul>	<p style="text-align: center; font-weight: bold; margin-bottom: 10px;">Disadvantages</p> <ul style="list-style-type: none"> <li>Loss of institutional knowledge</li> <li>Disruption in continuity of service</li> <li>Possible increase in rates</li> <li>Time and resources to conduct solicitation</li> </ul>
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## Timeline

Description	Date
<b>Board Approval for Solicitation</b>	November
<b>Solicitation Development</b>	November – January
<b>Active Solicitation</b>	February – March
<b>Evaluation</b>	March – May
<b>Negotiations</b>	May
<b>Contract Award</b>	June
<b>New Contract Effective</b>	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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Questions



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