



REQUEST FOR PROPOSALS

2024-25.RFP02

FOR

LEGAL SERVICES

Request for Proposals Issued: February 19, 2025

Deadline for Submittal of Proposals: March 11, 2025

LEGAL SERVICES
FOR THE
HACIENDA LA PUENTE UNIFIED SCHOOL DISTRICT

15959 E. Gale Avenue
City of Industry, California 91745

The Hacienda La Puente Unified School District (District) is requesting proposals (RFP) from attorney firms to provide legal services on an as needed basis to the Hacienda La Puente Unified School District. The District is interested in reviewing proposals from firms that have extensive school district experience.

Interested parties shall submit three (3) hard copies and one (1) pdf copy on a USB drive of their proposal in a sealed envelope to:

Director of Purchasing & Warehouse
15959 East Gale Ave.,
City of Industry, CA 91745

Completed proposals must be received no later than 4:00 P.M. on Tuesday, March 11, 2025. Submissions received after this date and time may not be accepted by the School District. The District reserves the right to reject any and all proposals at their discretion and to have all or none of the responding firms interview with the District.

Questions regarding the Request for Proposal or any related matters should be directed to Joel Duarte, Director of Purchasing and Warehouse at jduarte@hlpusd.org. Any firm directly or indirectly contacting District staff, administrators, or Board members, other than the Director of Purchasing, for information that could be used to assist in the formulation of their RFP response may be disqualified. The complete RFP document can be found: <https://www.hlpusd.org/district/business-services-division/purchasing-warehouse>

Thank you for your interest.

Sincerely,

Joel Duarte
Hacienda La Puente Unified School District
Director of Purchasing & Warehouse
(626) 933-3932

REQUEST FOR PROPOSALS FOR LEGAL SERVICES

I. OBJECTIVE

The Hacienda La Puente Unified School District (District) utilizes the services of a variety of legal firms. It is the intent of the District to continue this practice and to develop a list of firms qualified to provide legal services in the areas of:

- General Legal Counsel
- Human Resources
- Employee Relations/Negotiations
- Facilities and Construction
- Special Education
- Other (if needed)

Firms that demonstrate expertise, and are subsequently designated, will be utilized. One or more firms may be engaged.

The overall objective of this Request For Proposal is to permit firms the opportunity to submit their relevant school district legal experience, client references and proposed schedule of charges for consideration.

Background

The Hacienda La Puente Unified School District (HLPUSD) is one of the largest suburban school districts in California. The District's pre-kindergarten through 12th grade enrollment is more than 15,000 students who reside within the District's boundaries -- the cities of Industry and La Puente and the unincorporated Los Angeles County areas of Hacienda Heights and Valinda.

The Hacienda La Puente Unified School District has fourteen (14) elementary schools, eight (8) K-8 and middle schools, four (4) comprehensive high schools, one alternative high school and an extensive child development and adult education program.

Hacienda La Puente Adult Education is a comprehensive school, serving more than 18,000 adult and high school students. The adult education program is a post-secondary institution offering entry-level and advanced courses in various fields. The adult education program is accredited by the Western Association of Schools and Colleges (WASC).

The Hacienda La Puente Unified School District is governed by a five-member Board of Education. The District employs a school Superintendent who is responsible for the day-to-day operations of the school district. The District employs approximately 3,000 certificated and classified employees, and has a total operating budget of approximately \$441 million dollars.

The Hacienda La Puente Unified School District offices are located approximately 25 miles east of Los Angeles. The District mailing address is as follows:

Hacienda La Puente USD
15959 East Gale Ave
City of Industry, CA 91745

II. INSTRUCTIONS

Interested firms are invited to submit one (1) original signed proposal, two (2) additional hard copies and one (1) pdf copy on a USB drive. The proposal shall be made in the format provided and the complete proposal, together with any and all additional materials, shall be enclosed in a sealed envelope addressed and delivered no later than 4:00 P.M. on Tuesday, March 11, 2025 to the following address:

Hacienda La Puente Unified School District
Attn: Joel Duarte, Director of Purchasing & Warehouse
15959 E Gale Ave.,
City of Industry, CA 91745

The sealed envelope shall be marked on the outside lower left corner with the words “Legal Services RFP”. It is the Proposer’s sole responsibility to ensure that their proposal is received prior to the scheduled closing time for receipt of proposals. No corrected or resubmitted proposals will be accepted after the deadline.

This Request for Proposals does not commit the Hacienda La Puente Unified School District to award a contract or pay any costs incurred in the preparation of a proposal responsive to this request. The District reserves the right to accept all or part of any proposal or to cancel in part or in its entirety this Request for Proposals. The District further reserves the right to accept the proposal(s) that it considers to be in the best interest of the District.

All requirements must be addressed in your proposal. Non-responsive proposals will not be considered. All proposals, whether selected or rejected, shall become the property of the District. Firms are responsible for checking the website periodically for any updates or revisions to the RFP.

Requests for Information/Questions Pertaining to this RFP or the Services

Clarifications, concerns, or questions related to this RFP or the services solicited should be submitted via email to Joel Duarte, Director of Purchasing and Warehouse at jduarte@hlpusd.org no later than February 27, 2025. Specify “RFP for Legal Services” in the subject line.

III. SCOPE OF SERVICES

The District is seeking proposals for legal services in the following areas (your proposal must indicate whether you are proposing to serve in all areas, only as General Counsel, or only as special counsel for services “B” through “F”):

The District reserves the right to select a Panel of Legal Firms without selecting a General Counsel and assign cases based on District discretion.

- A.** General Legal Counsel – The General Counsel will provide consultation, advice and opinions to the Superintendent, Key Personnel, and the Board, will attend Board Meetings as requested, and will coordinate the involvement of other specialist counsels, when required, and if appropriate.
 - B.** Human Resources
 - C.** Employee Relations Negotiations
 - D.** Facilities and Construction
 - E.** Special Education
 - F.** Other Services (if needed)
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A. GENERAL COUNSEL

As requested, must:

- Provide advice and consultation with the Board of Education, the Superintendent and Key Personnel in connection with their general and specific powers and duties.
- Be physically present on days of Board meetings and as needed.
- Attend Board of Education Meetings as needed.
- Provide advice with respect to all Constitutional questions.
- Provide advice and consultation with respect to issues related to the Brown Act and California Public Records Act.
- Assist in the development of employment contracts upon request.
- Provide advice, consultation and representation on student matters, including hearings and related proceedings.
- Provide advice and consultation with respect to school board elections and ballot measures.
- Provide such other services as are inherent in matters relating to the operation of a school district.
- Provide information on new federal and state laws that may impact the District operation and advise appropriate action
- Assist the District in developing contract templates for outside services as needed.
- Review contractual agreements as requested.

B. HUMAN RESOURCES

As requested, must:

- Provide advice, consultation and representation of the District with respect to the employment, discipline and dismissal of certificated and classified employees.
- Provide advice, consultation and representation on issues involving District employees relative to: legal qualifications; teaching credentials and certificates, and other required licenses; proposed reductions in force and related seniority and tenure questions; various forms of leaves of absence;

substitute and part-time employees; and matters related to compensation.

C. EMPLOYEE RELATIONS/NEGOTIATIONS

As requested, must:

- Provide advice, consultation and representation on all matters related to certificated and classified collective bargaining and related negotiated agreement development.
- Provide advice, consultation and representation on grievances and actions taken to PERB, hearings, etc.
- Provide such other services as are inherent in matters related to employee relations and negotiations.

D. FACILITIES AND CONSTRUCTION

As requested, must:

- Provide advice, consultation and representation related to real property matters, including acquisition, disposition, environmental impact reports, leasing and construction of facilities, project delivery methods, as well as contract, bidding requirements and construction law.
- Provide advice, consultation related to School Closures, reconfiguration, repurpose and Asset Management.
- Provide advice, consultation and representation related to facility measures, such as General Obligation Bonds, Mello Roos taxes, etc.
- Provide advice and consultation related to formation and responsibilities of facility related committees, such as the Bond Oversight Committee.
- Provide such other services that are inherent in matters related to school facilities.

E. SPECIAL EDUCATION

As requested, must:

- Provide advice, consultation and representation in connection with the placement of special needs students, including participation in hearings and representation in related administrative and judicial proceedings.
- Provide such other services as are inherent in matters related to the provision of services to special needs students.

IV. CONTENTS FOR PROPOSALS

In order for proposals to be considered, said proposal must be clear, concise, complete, well organized and demonstrate both respondents' qualifications, and its ability to follow instructions. The quality of answers, not length of responses or visual exhibits is important in the proposal.

The proposal shall be organized in the format listed below. Respondents shall read each item carefully and answer each of the following items accurately to ensure compliance with District requirements.

A. Submittal Letter

Include the RFP's title and submittal due date, the name, address, fax number and telephone number of the responding firm. Include a contact person and corresponding e-mail address. The letter shall state that the proposal shall be valid for a 90-day period and that the staff proposed is available immediately to work on this project. The person authorized by the firm to negotiate a contract with the District shall sign the cover letter.

B. Description of Firm

This section should provide an overview and history of your firm, and its practice in California, as well as the type(s) of legal services for which your firm is submitting a proposal, and the approach that will be used in meeting the needs of the District. Please also include what areas of law are your firm's specialties.

C. Description of Experience

Use this section to indicate the areas of expertise of your firm and how the firm's expertise will enable the District to benefit from that expertise. Include at least three (3) school districts with similar demographics, along with the name(s) of individuals familiar with your work at school districts and submitted as references that can be contacted by District staff.

D. Team

Please provide the names and resumes of staff who would be working with the District. Specifically discuss the individual(s)' experience in providing legal and advisory services to an organization and program similar in size and scope as specified in this RFP. Please indicate who the primary contact will be and who will be responsible for the day-to-day work with the District.

E. Fee Schedule

Describe in detail all fees to be charged, including hourly rates for each level of service. Describe how you might adjust your fees for subsequent years of the contract. Describe in detail, charges for travel, telephone calls, and any other expenses to be separately billed. Indicate how billings are specific for each area/case. Also, identify billing increments (i.e., 1/10 hour, ¼ hour etc.)

F. Other Services

Please provide the following additional information:

- Include a sample billing statement. Please note that the District will need the Firm to provide separate Invoices (monthly) by cases promptly within 45 days of service provided. Your submission of the proposal acknowledges the Invoice terms and conditions mentioned herein.
- List any additional services that your firm provides, but which were not listed in the Request for Proposals.
- Provide details of any litigation against your firm within the last five (5) years.
- Copy of Firm's Professional Liability Certificate of Insurance.

V. EVALUATION AND SELECTION CRITERIA

A Staff Selection Committee will evaluate the proposals and select those firms deemed to be the most qualified to perform the required services. The evaluation of proposals and the basis of award will be based on the review and analysis of numerous factors, which will include, but not be limited to, the following:

- Background and experience in providing work as identified in the Scope of Services section of this RFP.
- Qualifications of personnel.
- References of work done of similar nature.
- Costs, including hourly rates for all levels of service and personnel, travel time costs, and costs for support services of word processing, copying etc.

Upon evaluation of all submitted proposals, those Firms deemed most qualified to provide the requested legal services may be invited to present their qualifications and respond to questions from a District staff panel. The panel may include Superintendent, Cabinet members, others administrators, outside consultants and any others the District deems qualified to rate firms.

VI. TERMS AND CONDITIONS FOR RECEIPT OF RESPONSES

A. Error and Omissions in RFP

Respondents are responsible for reviewing all portions of the RFP. Respondents shall promptly notify the school district if respondent discovers any ambiguity, discrepancy, omission, or other error in the RFP. Such notice must be received as outlined in the Section II: "Requests for Information/Questions Pertaining to this RFP or the Services" above. Modifications and clarifications will be made by addenda.

B. Objections to the RFP Terms

Should a proposer object on any provision or legal requirement set forth in this RFP, the proposer must provide written notice to the District setting forth with specificity the grounds for the objection. Such notice must be received as outlined in Section II: "Requests for Information/Questions Pertaining to this RFP or the Services" above. The failure of a proposer to object in the manner set forth in this paragraph shall constitute a complete and irrevocable waiver of any such objection.

C. Protest

Any protest against the rejection of an RFP must be received within seven (7) calendar days after the firm has been notified of their rejection. Hacienda La Puente Unified School District shall not be obligated to consider protests received after the above-specified deadline. All protests must be in writing and submitted to the Director for Purchasing and Warehousing.

D. Addenda to RFP

The Hacienda La Puente Unified School District may modify the RFP, prior to the proposal due date, by issuing a written addendum. All addenda will be posted on the District website at: <https://www.hlschools.org/district/business-services-division/purchasing-warehouse>, the onus shall be on prospective respondents to check on the District website or contact the Purchasing office for addenda issued.

E. Questions from Respondents

Questions or comments regarding this RFP (except to inquire about the number of addenda issued) must be put in writing as outlined in Section II: "Requests for Information/Questions Pertaining to this RFP or the Services".

Hacienda La Puente Unified School District shall not be obligated to answer any questions received after the above-specified deadline or any questions submitted in a manner other than as instructed above.

F. Term of Proposal

Submission of a proposal signifies that the proposed services and prices are valid for 90 calendar days from the proposal due date and that the quoted prices are genuine and not the result of collusion or any other anti-competitive activity.

G. Revision of Proposal

A proposer may revise a proposal on the proposer's own initiative at any time before the deadline for submission of proposals. The proposer must submit the revised proposal in the same manner as the original. A revised proposal must be received on or before the proposal due date.

In no case will a statement of intent to submit a revised proposal, or commencement of a revision process, extend the proposal due date for any proposer.

At any time during the proposal evaluation process, HLPUSD may require a proposer to provide oral or written clarification of its proposal. HLPUSD reserves the right to make an award without further clarifications of proposals received.

H. Errors and Omissions in Proposal

Failure by the Director of Purchasing and Warehousing Office to object to an error, omission, or deviation in the proposal will in no way modify the RFP or excuse the proposer from full compliance with the specifications of the RFP.

I. Financial Responsibility

Hacienda La Puente Unified School District accepts no financial responsibility for any costs incurred by a firm in responding to this RFP. Submissions of the RFP will become the property of Hacienda La Puente Unified School District and may be used by Hacienda La Puente Unified School District in any way deemed appropriate.

J. Reservations of Rights by Hacienda La Puente Unified School District

The issuance of this RFP does not constitute an agreement by Hacienda La Puente Unified School District that any contract will actually be entered into by Hacienda La Puente Unified School District. Hacienda La Puente Unified School District expressly reserves the right at any time to:

1. Waive or correct any defect or informality in any response, proposal, or proposal procedure;
2. Reject any and all proposals;
3. Reissue a Request for Proposal;
4. Prior to submission deadline for proposals, modify all or any portion of the selection procedures, including deadlines for accepting responses, the specifications or requirements for any materials, equipment, or services to be provided under this RFP, or the requirements for contents or format of the proposals;
5. Procure any materials, equipment, or services specified in this RFP by any other means; or
6. Determine that no project will be pursued.

K. Exceptions/Deviations

Any exceptions to or deviations from the requirements set forth in this RFP, including the terms and conditions contained in the Sample Contract, must be declared in the proposal submitted by the respondent. Such exceptions or deviations must be segregated as a separate element of the proposal under the heading "Exceptions and Deviations," as instructed below.

L. No Waiver

No waiver by Hacienda La Puente Unified School District or any provision of this RFP shall be implied from any failure by Hacienda La Puente Unified School District to recognize or take action on account of any failure by a proposer to observe any provision of this RFP.

VII. RFP PROCESS ANTICIPATED TIMELINES

The anticipated schedule for completion of this RFP process is shown below. The dates are subject to change.

EVENT	DATE
RFP Issued	February 19, 2025
Proposal Submission Deadline	March 11, 2025
Finalists Notification	Week of March 17, 2025
Finalists Interview / Presentations*	Week of March 24, 2025
Recommendation for Approval	April 17, 2025 (Board Meeting)

* Only if additional information is required after vetting the RFP submissions