

## **Mill Valley School District Request for Proposals for Legal Services**

**Issued Date:** Monday, June 24, 2024

**Closing Date:** Monday, July 1, 2024

### **1. Introduction**

The Mill Valley School District (MVSD) invites qualified law firms and individual legal practitioners to submit proposals to provide comprehensive legal services. This Request for Proposals (RFP) seeks to establish a contract for legal services to support the district's operations, ensuring compliance with all applicable laws and regulations, and addressing various legal matters that may arise.

### **2. Scope of Services**

The selected legal services provider will be expected to perform, but not be limited to, the following tasks:

1. General legal counsel and advice to the school board and administration.
2. Representation in litigation and administrative proceedings.
3. Contract review and drafting.
4. Real estate, bond and construction legal matters.
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6. Environmental and land use.
7. Policy development and reviews.
8. Advice on public records and open meeting laws.
9. Other legal services as needed.

### **3. Proposal Requirements**

Proposals should include, but are not limited to, the following information:

1. **Firm/Practitioner Information:**
  - Name, address, and contact details.
  - Description of the firm or individual's practice, including areas of specialization.
  - Details of the team assigned to MVSD, including their qualifications and experience.
2. **Experience and Qualifications:**
  - Relevant experience in representing educational institutions.
  - List of current or past clients similar to MVSD.
  - Case studies or examples of previous work.
3. **Approach and Methodology:**
  - Description of how legal services will be provided.
  - Communication plan and responsiveness.
  - Strategy for staying informed about changes in relevant laws and regulations.

4. **Fee Structure:**
  - Detailed fee proposal, including hourly rates and any retainer requirements.
  - Breakdown of additional costs (e.g., travel, administrative expenses).
5. **References:**
  - At least three references from clients, preferably educational institutions.
6. **Conflict of Interest Statement:**
  - Disclosure of any potential conflicts of interest.

#### 4. Submission Instructions

Proposals must be submitted electronically to the Superintendent at [arussell@mvschools.org](mailto:arussell@mvschools.org) no later than 5:00 PM on Monday, July 1, 2024. Late submissions will not be considered.

#### 5. Evaluation Criteria

Proposals will be evaluated based on the following criteria:

1. Experience and expertise in educational law.
2. Qualifications and experience of the assigned team.
3. Understanding of MVSD's needs and proposed approach.
4. Cost-effectiveness of the fee structure.
5. Quality and relevance of references.

#### 6. Timeline

- **RFP Issuance:** Monday, June 24, 2024
- **Proposal Submission Deadline:** Monday, July 1, 2024
- **Evaluation Period:** July 2 - July 5, 2024
- **Contract Award (anticipated):** July 8, 2024

#### 7. Contact Information

For any questions regarding this RFP, please contact:

Executive Assistant to Superintendent, Mill Valley School District, Email: [arussell@mvschools.org](mailto:arussell@mvschools.org)

#### 8. Reservation of Rights

MVSD reserves the right to reject any or all proposals, to waive any irregularities or informalities in any proposal, and to accept the proposal that, in the district's sole judgment, is in its best interest.

We look forward to receiving your proposals.

**Sincerely,**

Superintendent, Mill Valley School Districts