



Crescent City Harbor District Crescent City, CA

General Counsel Services Request for Qualifications

The Crescent City Harbor District (Harbor District) is seeking a law firm or individual attorney to provide General Counsel Services on a contract basis. The selected law firm will be expected to provide a wide range of services to the Harbor District. Law firms and attorneys are invited to submit qualifications and proposals for the provision of these services. In order to be considered, proposals must address each of the concerns requested in this document, including rates and fees.

The General Counsel is selected by and serves at the pleasure of the Harbor District Board of Commissioners. The General Counsel works closely with the Board Chair, Harbor Commissioners, and Harbor District Management.

DEADLINE FOR SUBMISSION

All proposals must be received by mail or email no later than **3:00 pm on Friday, April 18, 2025**.

INTRODUCTION

The Crescent City Harbor District is located on the northern California coast, approximately 350 miles north of San Francisco. The District was formed in 1931 by the citizens of Del Norte County. The Harbor District is a county wide special district that encompasses the entire land area of Del Norte County with the same contiguous boundaries as the County of Del Norte. The Harbor District has a five-member Board of Commissioners and a Board appointed CEO/Harbormaster.

The District contracts for workers' compensation through the Special District Risk Management Authority (SDRMA), a joint powers agency with numerous other Districts throughout the State. As a member, defense counsel for most tort and worker's compensation claims is assigned to a third-party administrator, rather than handled by the General Counsel.

MINIMUM QUALIFICATIONS

A qualified candidate must possess a Juris Doctorate from an accredited law school, a license to practice law in the State of California, and be a member in good standing of the California Bar. Experience with California municipalities and knowledge of Municipal and State Law, Labor

Law, Contract Law, and the Harbors and Navigation Code is required.

SCOPE OF SERVICES/ DESCRIPTION OF RESPONSIBILITIES

The General Counsel will be required to conduct legal research, provide legal opinions, serve on special projects, represent the Harbor District as its attorney of record, and supervise or coordinate with outside counsel as needed. The Harbor District requests that one attorney is designated as the point of contact or lead attorney. Accessibility to and a timely response from the attorney is essential to the position.

General duties of the General Counsel include, but are not limited to:

(1) having charge of all litigation in which the Harbor District is a party; (2) representing the Harbor District in all legal matters and proceedings in which the Harbor District is a party or interested, or in which any of its officers are parties in their official capacity; (3) advising the Board of Commissioners or any committee or member thereof, and the CEO/Harbormaster as to all legal questions affecting the Harbor District's interest; (4) approving as to form all ordinances, contracts, deeds, bonds and any other documents to be signed in the name of, or made to or with, the Harbor District; and (5) advising the Harbor District concerning all latent powers, land use issues, and planning and zoning issues.

Basic legal services include: (1) reviewing or drafting ordinances, summaries, resolutions, contracts, agreements, deeds, easements; (2) providing advice regarding government operations, elections, open meetings, public records, Harbor District ordinances and Bylaws, State law, routine matters, personnel matters, and property matters including real estate acquisition and sale, zoning, condemnation and public finance; (3) reviewing agendas and materials for Board of Commissioner meetings as requested and anticipating and preparing legal advice on items to be addressed at the Board of Commissioner meetings; (4) attend any Special meeting or Closed session called by the Board Chair, at their request; and (5) providing legal opinions upon request.

Typically, the General Counsel may anticipate the position to require 8-30 hours per month. The Harbor District may work in-house to produce initial drafts, such as of Harbor District ordinances and resolutions, prior to the attorney's review. The Harbor District may also seek outside specialized counsel as necessary.

The General Counsel will be required to provide a detailed, itemized billing on a monthly basis, in order to avoid misunderstanding. A standing request exists for legal review of contracts, ordinances and resolutions presented to the Board of Commissioners for consideration at its regular meeting in addition to anticipating and preparing legal advice on issues up for consideration, as well as minimal attendance at Regular or Special Commissioner meetings. The General Counsel is required to provide legal services upon request of the CEO/Harbormaster, the Board Chair, or by direction of the Board as a whole. For all other requests, including citizen's inquiries, approval by Board Chair or CEO/Harbormaster prior to commencement of service is required. General Counsel will be required to generally familiarize themselves with general municipal law and keep abreast of legislation affecting Districts outside the scope of

billable services.

REQUESTED INFORMATION

If you or your firm is interested in the opportunity to work with the Harbor District, please provide the following information:

- Firm or individual name and contact information, including e-mail and website addresses and year organized.
- Summary of qualifications, specializations, experience (including Special District), professional affiliation, special training, availability, California Bar license numbers, and contact information for key personnel and proposed lead and back-up attorneys for the District.
- Information on any previous experience or services provided, including Special District experience, such as General Counsel services, district or city-related court cases, zoning, litigation experience, list of past or present Special District clients, etc.
- List of clients you currently represent that could cause a conflict of interest with your responsibilities as General Counsel. Describe how you would be willing to resolve these or any future conflicts of interest.
- If your firm or you have filed any litigation in the past five years in which the Harbor District or one of its employees was named as a party, please describe the case(s).
- Other factors or special considerations you feel would influence your selection.
- List of references and contact information.
- Proposed hourly rates for each attorney assigned to the Harbor District or any alternative fee structure you propose.

OTHER TERMS AND CONDITIONS:

The Harbor District reserves the right to reject any or all responses. The Harbor District reserves the right to waive any variances from original RFQ specifications in cases where the variances are considered to be, in the sole discretion of the Harbor District, in the best interests of the Harbor District.

All proposals submitted in response to this RFQ shall become the property of the Harbor District. The Harbor District retains the right to use any or all information presented in any proposal to the RFQ, whether amended or not. Selection or rejection of the proposal does not affect this right.

Contracts shall be awarded to the applicant determined to be best qualified to meet the District's needs, with a mutually agreeable start date.

EVALUATION AND SELECTION CRITERIA

- General qualifications of the candidate for the position and key support personnel
- Quality and extent of services available
- Experience
- References
- Costs
- Compliance with this Request for Qualifications
- Other criteria which pertain to providing effective and efficient legal services such as availability for questions and contact, timeliness, responsiveness and follow-through

SUBMITTAL

Please provide two (2) unbound copies of the proposal, including one original with the signature of an authorized individual on a typed letter of submittal. Proposals shall be submitted in a sealed envelope, clearly marked on the outside of the envelope, "General Counsel Services" and addressed to:

Crescent City Harbor District
RE: General Counsel Services
101 Citizens Dock Rd.
Crescent City, CA 95531

Submittals should also be submitted via email in a PDF format to:

mrademaker@ccharbor.com

Any questions regarding this submittal may be addressed to the CEO/Harbormaster at 707-464-6174.