



## FORM A - NARRATIVE & FEE BREAKDOWN

### *RFQ – Legal Services*

Please provide a brief narrative response to the following questions and to the extent possible, organize using headers. The narrative and fee breakdown should not exceed ten (10) typewritten pages. Please do not use a font size smaller than 11-point.

#### **Narrative (4-8 pages)**

1. **Firm Description:** Provide an overview of the firm and the firm's commitment to the Fresno County community. Include a general description of the firm's financial condition and identify any conditions (impending merger, office closures, bankruptcy, etc.) that may impede the firm's ability to complete the scope of services detailed on page 3 of the RFQ. Also, include a statement of being properly insured against fraud, errors and omissions.
2. **Experience:** Describe the firm's experience in providing legal services to a minimum of three public sector and/or independent government agencies. Include a brief description of the services provided and how long such services have been provided.
3. **Legal Team Qualifications:** Identify the lead legal counsel and other members of the firm who would be involved in F5FC's and LFC's legal services by name, title, specialization, relevant experience, roles and responsibilities. Additionally, provide the following for each individual:
  - a. Length of employment with the firm
  - b. Legal training and years of practice (including date of admittance to the California Bar)
  - c. Years of municipal or other local public-sector law practice as a full-time government attorney and/or in a private law office specializing in local government
  - d. Litigation experience and demonstration of a good court track record
  - e. If the individual, or any of the attorneys employed by the firm, have ever been successfully sued for malpractice, have been the subject of complaints filed with the State Bar, or have had discipline imposed by the State Bar, please provide information on the nature of the incident, the dates on which the matter began and was concluded, and the results of the situation.
4. **Proposed Approach:** Discuss professional standards for turnaround time of typical requests such as: 1) Contract Reviews, 2) Policies and Procedure Reviews, 3) Meeting Preparation and 4) General/ Support Inquiries. Provide relevant information to describe the firm's approach to the scope of services detailed on page 3 of the RFQ.

#### **Fee Breakdown (1-2 pages)**

1. **Fee Structure and Schedules:** Describe the fee structure of the firm and provide any schedules to support the structure. Provide proposed fees and cost information for all services at an hourly rate. Include the following:
  - 1) Review the requirements of this RFQ and address all services in the fee schedule that might reasonably be expected to support the request.
  - 2) Provide proposed fees and cost information for all services at an hourly rate.

- 3) Provide a comprehensive fee schedule and indicate how F5FC and its component unit, the LFC, would be invoiced for services.
  - i. This information should be detailed and broken down by type of service and units of work or other applicable measure, separately, per entity. F5FC and the LFC reserves the right to not include compensation for items not addressed in the submitted quote.
- 4) Describe the methodology for any future increases in costs of service. Include the method in which pricing adjustments will be calculated.

*Note: The fee quotation submitted along with the proposed approach will be used as a basis for any contract negotiations. The actual scope of services and fees included in the contract may be negotiated and may vary to satisfy the Commission's needs.*