



The Cameron Park Community Services District (“CPCSD” or “Cameron Park CSD”) requests qualifications from law firms for providing general legal services to the CPCSD.

## Request for Qualification for Legal Services

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## **CPCSD**

The community of Cameron Park is located in the foothills of El Dorado County, on the west slope of the Sierra Nevada along U.S. Highway 50, about 30 miles east of Sacramento, California. The overall population of Cameron Park is 19,171 (2020 US Census) and the CPCSD itself encompasses an area of 8.3 square miles. The CPCSD's General Fund Budget is approximately \$6.7 million.

The CPCSD administers fire and emergency services, parks & facility reservations, recreation, CC&R's (covenants, conditions, and restrictions), architecture review, waste collection and recycling, and lighting and landscaping. The CPCSD operates two fire stations, ten parks, 19 lighting & landscape districts and a community center with a regionally recognized pool.

The CPCSD, for many years, has had the pleasure of serving Cameron Park residents and businesses by providing:

- Administration Services
- CC&R Enforcement
- Fire & Emergency Services
- Parks & Facilities
- Recreation Programs
- Solid Waste Disposal & Recycling

More information about the District can be found on the website at [www.cameronpark.org](http://www.cameronpark.org)

## **Scope of Request**

The scope of services for which qualifications are requested include the following:

- (a) Represent and advise the Board of Directors as the governing body and all CPCSD Officers in all matters of law pertaining to their offices.
- (b) Represent and appear for any CPCSD Officer and/or employee or any former CPCSD Officer and/or employee in legal proceedings in which any such officer or employer is entitled by law to representation furnished by the CPCSD.
- (c) Attend regular and special meetings of the Board of Directors and special meetings when called and provide legal advice and opinions as requested by the CPCSD Board of Directors and/or Executive Director.
- (d) To be promptly available for telephone consultation and to render written opinions upon request on given issues related to CPCSD business in a timely manner.
- (e) Approve the form and content of Board of Directors reports, CPCSD contracts and all performance bonds, certificates of insurance and like documents tendered to the CPCSD if requested.
- (f) Prepare or review upon request, all ordinances, resolutions, contracts, deeds, leases, escrow instructions and all other legal documents as requested by the Executive Director.
- (g) Recommend and advise on the selection of and employment of outside law specialists when requested by the Board of Directors and/or Executive Director on matters in which the CPCSD may be involved.

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- (h) Investigate all claims and complaints by or against the CPCSD upon request by the Board and/or Executive Director and upon request, prepare civil cases and act as trial counsel.
- (i) Review violations of CPCSD ordinances in accordance and prepare and try code enforcement ordinance violations as required and requested by the General Manager and/or Board of Directors.
- (j) Prepare legal opinions upon request of the General Manager and/or Board of Directors.
- (k) Oversee the legal affairs of CPCSD and advise the Board so that the policies, programs, and activities of CPCSD comply with all applicable law and that the best interests of the CPCSD are otherwise protected.

### **Scope of Response**

The Response should describe the law firm's qualifications including but not limited to:

- a) The address of the office from which legal services would be provided.
- b) The firm's relevant background and history, including the number of years in practice. Describe in detail the firm's fire and public agency legal services expertise.
- c) The identity of all other public agencies the law firm represents as general counsel.
- d) The law firm's staffing plan identifying key personnel, related lines of authority and responsibility of those persons who would provide the legal services described in this RFQ.
- e) The identity of the person or persons proposed to act as general counsel.
- f) The identity of all public agency clients that person presently represents as general counsel, deputy general counsel, or assistant general counsel, along with the meeting dates and times for each governing body.
- g) The identity of three public agency clients for which services have been provided by the proposed General Counsel and Assistant General Counsel within the last five years, with a contact person's name, agency, phone and email address for each agency.
- h) A description of any potential conflicts of interest from such representation and how the law firm would resolve such conflicts.
- i) A schedule of how the CPCSD would be billed for legal services including hourly billing rates, fixed fees, travel time and specific expenses and fees proposed for compensation and/or reimbursement for legal services. Include how the law firm proposes to be considered for rate increases and at what intervals.

**How to Respond**

Qualified firms in the type of work described above shall submit a response in **PDF** format with all of the information requested to the General Manager, at [generalmanager@cameronpark.org](mailto:generalmanager@cameronpark.org)

Qualification packets received after the deadline will not be considered. Questions should be directed to Maurice Johnson at [generalmanager@cameronpark.org](mailto:generalmanager@cameronpark.org)

**The deadline to respond is MARCH 14, 2025 at 12:00 PM PDT.**

Early responses are acceptable but will not be opened or reviewed until the deadline for submitting proposals above has passed. Late proposals will not be accepted. Responses sent by regular mail, courier, facsimile, or by any method other than described above will not be accepted.

Complete responsiveness to this RFQ shall be a principal basis for evaluation of the response. Cameron Park CSD reserves the right, without qualification, to reject any or all proposals to request additional information concerning any proposal for the purpose of clarification, to accept or negotiate any modification to any proposal, and/or to waive any irregularity, if Cameron Park CSD, in its sole discretion, deems that doing so would be in its best interests.

Issuance of this RFQ does not obligate Cameron Park CSD to enter into any agreement with any party that provides a response. Further, Cameron Park CSD reserves the right to cancel this RFQ at any time and at its sole discretion.

All submitted proposals become the property of Cameron Park CSD and the information in said proposals shall become public property subject to disclosure after Cameron Park CSD awards a contract. Cameron Park may, in its sole discretion, make use of any of the information or ideas contained in any response.

**Inquiries**

Any and all questions, interpretations, clarifications, or other items from prospective responders to this RFQ must be requested in writing no later than **March 7, 2025**. All such questions must be submitted to Maurice Johnson, Interim General Manager, and must be submitted by email to: [GeneralManager@cameronpark.org](mailto:GeneralManager@cameronpark.org).

**Request for Proposal Timeline**

Date	
February 14, 2025	Request for Proposal released.
March 7, 2025	Deadline for Interested Parties to Submit Questions
March 10, 2025	Date Cameron Park CSD Will Provide Answers to Submitted Questions
March 15 – March 31	Cameron Park CSD Review Period
By the end of March	Contract Award
April	Expected Contract Start Date