

# RFQ Response Form

## **REQUEST FOR QUALIFICATIONS (RFQ) FOR LEGAL SERVICES for Estancia Valley Solid Waste Authority**

### **OUTLINE**

A presentation is to be submitted that addresses the criteria, described below, in narrative form. The Estancia Valley Solid Waste Authority (EVSWA) reserves the right to accept or reject any offer, and to contract with additional legal firms for specialized services, including, but not limited to, labor union contract negotiations, bill collection, management consultation, lobbying services, and representation before various bureaus and boards of the State of New Mexico.

### **SCOPE OF WORK – GENERAL LEGAL SERVICES**

Contractor (Law Firm) shall perform all legal services as requested by the EVSWA, including, but not limited to, the following services (hereinafter the “Services”) in a satisfactory and proper manner as determined by the EVSWA:

Attend requested Board of Directors Meetings, and other meetings as directed by the Board or Manager; answer questions presented by the Manager and Board Members addressing legal matters that come before the EVSWA, including, but not limited to, reviewing contracts, policies and procedures, proposals and procurement; advise on personnel matters; draft and/or review and defend resolutions; and conduct litigation or assist outside counsel conducting litigation.

### **TERM OF SERVICE:**

The term of service will be for a period of one (1) year, renewable for up to an additional three, one-year terms.

**RFO CONDITIONS:**

EVSWA has placed the work being requested out for qualification presentations prior to selection of a law firm or firms for contract(s). Any person submitting a presentation must do so based on the following criteria. The criteria will be ranked on an evaluation process as shown on the following outline:

<b><u>GENERAL LEGAL SERVICES CRITERIA</u></b>	<b><u>MAXIMUM POSSIBLE SCORE</u></b>
1. Capability of person/business submitting offering to provide services outlined in the Scope of Work	40%
2. Familiarity and Past Record of Performance in advising agencies on New Mexico statutes and governmental agency compliance requirements	20 %
3. Familiarity and Past Record of Performance in developing service contracts, requests for bids, and requests for proposals for governmental entity	10 %
4. Familiarity and Past Record of Performance regarding labor law and personnel issues	20 %
5. Familiarity and Past Record of Performance with rules of the New Mexico Environment Department and with environmental issues related to solid waste services	10%

**SPECIALIZED LEGAL SERVICES**

An offeror may submit a presentation listing qualifications for any of the specialized legal services listed in the Outline of this RFQ. Where applicable, address the elements in the “General Legal Services Criteria.”

**OFFEROR**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Firm: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Email Address: \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date