



**Request for Proposals
ADDENDUM NUMBER 1**

**General Legal Services
Project Number 1740**

Posted by:

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This Addendum will be incorporated into of the Contract Documents and provides clarification to the original Request for Proposal (RFP) dated November 14, 2017. Proposers should acknowledge receipt of this Addendum in their response.

The RFP document and Sample Contract were discussed at the optional pre-proposal conference. Information shared verbally at this conference was for discussion purposes only. Formal changes to the procurement document are noted in writing herein.

Clarifications and questions received are addressed herein and shall be taken into consideration when responding to the RFP.

Proposal due date and time remain unchanged.

Clarifications and Questions Addressed:

1	Question:	Who is the current general legal services provider?
	Answer:	Law, Lyman, Daniel, Kamerrer & Bogdanovich out of Olympia. Dale Kamerrer is the primary attorney.
2	Question:	Are specialty law firms used?
	Answer:	Summit Law Group out of Seattle is currently used for labor relations matters on an as needed basis. Transit reserves the right to continue use of specialty law firms as needed to assist in legal matters.
3	Question:	Why is the procurement for general legal services contract being released at this time?
	Answer:	The resulting contract will replace our existing general legal services contract which is scheduled to expire on March 31, 2018.
4	Question:	Will your existing firm be submitting a response?
	Answer:	Our existing firm is welcome to submit a response.
5	Question:	Section 8, item 5 – Please clarify the “fixed-fee” term reference and how this needs to be addressed in the submittal.
	Answer:	The work performed under this contract is to be based on agreed hourly

		<p>rates.</p> <p>Sample Contract: Section 8, Item 5 is to be replaced with the following:</p> <p>A. Payments for services provided hereunder shall be made following the performance of such service, unless otherwise permitted by law and approved in writing by Transit. No payment shall be made for any service rendered by Legal Counsel except for services identified and set forth in this Agreement.</p> <p>B. Transit shall pay Legal Counsel for work performed under this Agreement compensation as described in Appendix B, Price Agreement.</p> <p>C. Legal Counsel shall submit to Transit, on forms approved by Transit, an invoice of services rendered during each pay period. Transit shall initiate authorization for payment after receipt of an approved invoice and shall make payment to Legal Counsel within approximately 30 days thereafter.</p>
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6	Question:	Section 3.1 – Is legal representation required in person at Transit Authority meetings that are scheduled on the first and third Wednesday of the month?
	Answer:	Transit requires in-person legal representation on the first Wednesday of the month. Legal representation may be required on the third Wednesday.

7	Question:	Section 7.5 – Are we limited to two pages for each area or two pages for the entire response of 7.5A?
	Answer:	In this section, we are seeking resumes as part of the response and recognize that two pages may not be sufficient. Accordingly, the two page limitation will not apply to resumes. The intent of limiting pages is to promote clear and concise responses.

8	Question:	Section 7.3C – Asks for several registration numbers. Would just a WA State UBI Number suffice?
	Answer:	The intent of this section is to ensure firms are currently registered in Washington to perform the services proposed. If a specific registration is not required for the work proposed, firms should note that it is not applicable (NA).

Transit staff in attendance at the Pre-Proposal Meeting on November 29, 2017 include:

- Ann Freeman-Manzanares, General Manager
- Pat Messmer, Executive Assistant
- Heather Stafford Smith, Administrative Services Director

Firms in attendance at the Pre-Proposal Meeting on November 29, 2017 include:

- Deschutes Law Group
- Cascadia Law Group – via phone