

**ORANGEVALE
RECREATION & PARK DISTRICT**

REQUEST FOR PROPOSALS
(RFP# 01-2026)

Legal Services: District Counsel

DUE DATE: June 8, 2026, at 11:00am



DISTRICT COUNSEL - REQUEST FOR PROPOSALS (RFP)

The Orangevale Recreation and Park District (District) invites qualified law firms to submit proposals to provide as-needed District Counsel legal services on a contract basis.

The selected firm will provide legal advice and representation to the District on a variety of matters affecting special districts and park and recreation operations. Law firms and solo-practitioners are invited to submit proposals. To be considered, proposals must respond to all requirements set forth in this Request for Proposals, including proposed rates and fees.

District Counsel is selected by, and serves at the pleasure of, the District's Board of Directors. In carrying out these responsibilities, District Counsel will work closely with the District Administrator and Board Chair, and will collaborate with other Board Members as needed.

BACKGROUND

The Orangevale Recreation & Park District is an independent Special District located in the unincorporated area of Sacramento County, California. The District offers parks and recreation services to a 12 square mile area with a population of approximately 35,700 people. The District offers a diverse selection of recreation programs and services, including 10 park sites covering 162 acres of park land plus several school playfields and open space sites. The District facilities include an 18-hole disc golf course, horse trails, horse arena, dog park, community center, activity building, youth center, preschool house, three classroom buildings, swimming pool, tennis and pickleball courts, group picnic areas, playgrounds, ball diamonds, and soccer fields.

The District is governed by a five-member elected Board of Directors who serve four-year terms. The District employs 14 full-time career employees, and seasonal varies from 15-80 part-time employees. The District's 25/26 FY budget includes \$3.6M of General Funds, and \$570K from two assessment districts. Additional District information is available on-line at: ovparks.com.

SCOPE OF SERVICES

District Counsel shall be retained by, and report to, the Board of Directors, and will advise the District on legal matters affecting its operations. The primary responsibilities the District will require of its District Counsel, on an as-needed basis shall include, but are not limited to the following:

- Provide legal advice and consultation to the Board of Directors, District Administrator, and District staff as requested. Communication will generally occur via email or telephone, and timely responses will be expected.
- Attend Board Meetings or other District meetings when requested to provide, in an open or closed session setting, legal advice or guidance.
- Draft, review, and revise staff documents, including, but not limited to, initiation of memorandum concerning legal issues, contracts, agreements, ordinances, meeting agendas, resolutions, land use decisions, and staff reports
- Provide legal guidance regarding the acquisition, sale, leasing, or use of real property, including preparation or review of leases, deeds, easements, and related agreements.
- Provide legal advice regarding public agency operations, including issues involving liability, employment matters, pension-related legal issues, and governance - including but not limited to any updates to California Codes, the Ralph M. Brown Act., the Political Reform Act, Conflict of Interest laws (AB 1234) ethics requirement, California Public Records Act, CEQA, and other statutes applicable to California special districts.
- Provide legal advice regarding Proposition 218 assessments, including potential future assessments or related proceedings.
- Provide legal advice for construction contracts including prevailing wage and California Union Public Construction Cost Accounting Act (CUPCCAA).
- Assist the District, when requested, with responses to Public Records Act requests.
- Conduct legal research and prepare memoranda regarding matters affecting District operations.
- Represent the District, when requested, before courts, administrative bodies, or governmental agencies.
- Keep the Board and District staff informed of legislation or judicial developments that may affect District operations.
- Perform such other legal services as may reasonably be required to support District operations.

QUALIFICATIONS

Firms and solo-practitioners submitting proposals should be legal firms that demonstrate knowledge and experience in the following areas:

- Minimum five (5) years of experience representing public agencies or special districts, including parks and recreation districts
- Knowledge of special district laws, regulations, and governance
- Experience with Proposition 218 assessments and public finance matters
- Strong working knowledge of: California Government Code, Public Contracts Code, Brown Act, Political Reform Act, Public Records Act, and Conflict of Interest Laws
- Experience drafting and reviewing public agency contracts and agreements

Familiarity with issues affecting parks and recreation districts or similar special districts is preferred.

EVALUATION AND SELECTION CRITERIA

District management staff and a Board of Directors Ad Hoc Committee will review the proposals submitted by the various legal firms.

The proposals will be reviewed based on the following criteria:

1. Response to the Proposal Requirements – including the approach to the Scope of Services.
2. General qualifications of the firm, the lead position, and key support personnel.
3. Previous experience with Special Districts, including:
 - a. Districts utilizing assessment fund through Proposition 218
 - b. Knowledge of contract law, including Public Works projects
 - c. Experience specific to recreation & park districts
4. Costs
5. References

Other criteria which pertain to providing effective and efficient legal services such as availability for questions and contact, timeliness, responsiveness and follow-through.

The District reserves the right to select the firm which, in its sole discretion, best meets the needs of the District.

PROPOSAL REQUIREMENTS

Proposals must include the following information:

1. Cover Letter/Letter of Interest – Introduce your firm, including:
 - Name, address of office submitting proposal (also include address of main firm office if proposal is submitted by a branch office), telephone number, and type of firm (e.g., corporation, partnership, proprietorship).
 - Indicate the name of the attorney who will serve as Districts primary contact.
2. Statement of Understanding
 - Provide a statement demonstrating the firm’s understanding of the District’s legal needs and the Scope of Services described in this RFP, including the firm’s approach to providing timely and responsive legal services to the District.
3. Firm Qualifications and Experience - Provide a description of the firm, including:
 - Year the firm was established
 - Areas of legal practice relevant to this engagement
 - Brief bio or resume of the lead position and key support personnel
 - Experience representing California public agencies, special districts, or similar governmental entities, including experience specifically with:
 - Utilizing assessment funds through Proposition 218
 - Contracts and contract law, including Publics Works projects
 - Direct experience with Recreation & Park Districts
4. Rates and Invoicing
 - A list of hourly rates (including hourly increment rate used) and any expected cost reimbursements to perform the requested legal services for the District, include rates for the lead counsel and all other attorneys and staff that would perform services for the District.
 - Define how travel time for attendance at District meetings will be tracked and invoiced.
5. References
 - Provide references for legal services from 5 public agencies served currently, or within the past 5 years.
6. Sample Service Contract
 - Provide a sample consulting services contract that the firm proposes to use for this engagement.

The following items will be required at contract execution.

7. Insurance requirements of \$2,000,000 liability to be provided within 30 days following contract execution.
8. Copies of active membership and good standing of the California State Bar Association.

SUBMITTAL

Questions:

All questions are due by 4:00pm on May 22. Questions should be emailed to Director@ovparks.com

Answers will be provided by May 28 by the conclusion of the business day, and posted on the District's website: <https://www.ovparks.com/projects-rfps>

Formal Bidding Procedure:

Proposals shall be submitted with 3 hard copies and an electronic copy on a USB Flash Drive.

Due Date: Monday, June 8, at 11:00am PST

Address:

ATTENTION: Becky Herz – RFP #01-2026
Orangevale Recreation and Park District
6826 Hazel Ave, Orangevale, 95662

Awards:

The award will be made based on the qualifications and best value to the District. This RFP does not obligate the District to award a contract, and the District reserves the right to cancel the solicitation.