



K-12 PREPARATORY ACADEMY

2500 W. 18th Street – Pueblo, CO 81003
(719) 546-6263 Fax (719) 545-4264

Request for Proposal – Legal Services for Chavez/Huerta K-12 Preparatory Academy

Release Date: May 5, 2023

RFP Response Deadline: Monday, June 5, 2023 by 2:00PM
Chavez/Huerta K-12 Preparatory Academy
2727 W. 18th St.
Pueblo, CO 81003

NOTICE TO LAW FIRMS

Chavez/Huerta K-12 Preparatory Academy hereby invites the submission of proposals for: Legal Services. Proposals will be received until 2:00 p.m. on June 5, 2023 in the Charter School Administrative Office at:

Attn: Marissa Davis, Director Fiscal
Services
mldavis@chpa-k12.org
(719) 546-6263 ext. 310
Chavez/Huerta K-12 Preparatory Academy
2727 W. 18th St
Pueblo, CO 81003

All proposals shall be marked: "PROPOSAL FOR LEGAL SERVICES" Chavez/Huerta K-12 Preparatory Academy reserves the right to waive irregularities and accept or reject any or all proposals, or any part of any proposal. Request for Proposal Description (Scope of Work): Chavez/Huerta K-12 Preparatory Academy is seeking proposals from law firms having experience and qualifications in representing public PK-12 charter schools. Chavez/Huerta K-12 Preparatory Academy's Board of Directors office is located at 2727 W. 18th St Pueblo, CO 81003

This Request for Proposals ("RFP" or "solicitation") does not commit CHPA to award a contract, to pay any costs incurred in the preparation of a proposal responding to this request, or to procure a contract. CHPA reserves the right to accept or reject any or all proposals received as a result of this RFP, to negotiate with qualified Offerors, to award a contract without discussions/interviews/site visits, or to cancel in part or in its entirety this RFP if it is in the best interests of CHPA to do so.

1.0 GENERAL SPECIFICATIONS AND PROVISIONS

- 1.1 There is no guarantee of a specific level of legal services required, in either number of cases or dollar amount. CHPA anticipates awarding one (1) non-exclusive contract as a result of this solicitation.
- 1.2 All materials generated by this solicitation, or any contract awarded hereunder shall be the property of CHPA, including without limitation, all case records pertaining to CHPA matters, all correspondence, discovery, pleadings, legal opinions, research court filings, books, papers, electronic media, correspondences, and conversations involving CHPA personnel, etc.

- 1.3 The Academy consists of the following three campuses located in the City of Pueblo: The south campus consists of the Cesar Chavez Academy Elementary School (K-5). The Ersilia Cruz Middle School (6-8) and the north campus includes the Dolores Huerta Preparatory Academy 9-12 High School. The Academy has approximately 1,000 students who attend these schools. The Academy has approximately 100 staff members, 7 board members, and outsources several services (food services and some special education services) as well as other selected services as needed.
- 1.4 It is the intention of these specifications that the law firm hereunder could be engaged to provide one or a variety of services, including but not limited to the following items:
1. Education Law - matters pertaining to education law, specifically the laws affecting K-12 education institutions; Colorado state education and charter school law and other federal, state, and local laws; common public education policies in the state of Colorado;
 2. Labor Law - matters pertaining to staffing and bargaining and all applicable laws related to labor/management relations in the public-school setting;
 3. School Employment Law - matters pertaining human resources law and policy including employee benefit issues;
 4. Student Services - matters pertaining to student services including, but not limited to, special education, student discipline and residency. Specifically, matters pertaining to expulsion hearings, and expulsion hearing appeals, whereas the attorney acts directly on behalf of the board.
 5. General and Public Liability
 6. Corporate and Commercial Law
 7. Intellectual Property and Licensing
 8. Errors and Omissions
 9. Real Estate and bonds
 10. Electronic media issues
 11. Taxation
 12. Federal and State Grants Proposal Requirements:

2.0. General

- 2.1 Your response to the RFP should address, at a minimum, each of the items outlined above. You may add additional information that you deem to be appropriate.
- 2.2 In order, for the law firm to be considered, five (5) copies of your proposal must be received no later than 2:00 p.m. on June 5, 2023, addressed to:
- Attn: Marissa Davis
Chavez/Huerta K-12 Preparatory Academy 2727 W. 18th St
Pueblo, CO 81003
- 2.3 The proposal must be signed by a representative of the law firm having authority to bind the firm in an agreement to supply the services in accordance with all terms and conditions specified herein.
- 2.4 The Cost Proposal must be submitted in accordance with Item #3.

- 2.5 A pre-bid meeting will be held at the CHPA Community Conference Room on Thursday, May 18, 2023 at 3:00 pm to provide bidders an opportunity to tour the campus and address questions regarding the RFP. If you elect not to attend the pre-bid meeting any questions seeking clarification or technical information should be submitted via e-mail to mldavis@chpa-k12.org or reduran@chpa-k12.org by 3:00 p.m. on May 8, 2023.
- 2.6 Chavez/Huerta K-12 Preparatory Academy does not assume any responsibility or liability for costs incurred by law firms responding to this RFP, or any subsequent requests for data, interview, etc., prior to issuance of a formal executed contract.
- 2.7 Chavez/Huerta K-12 Preparatory Academy will only consider law firms that demonstrate ability and experience for services of similar nature and complexity.
- 2.8 The Academy reserves the right to reject any or all proposals, or to award contracts in whole or in part.

3.0 Qualifications and Experience

- 3.1 A. Provide a brief history and description of the law firm, including a presentation of qualifications data, limited to not more than five pages, exclusive of résumés and other forms.

B. Provide a summary of experience you have with the subject scope of work. Identify specific qualifications which you believe especially qualify your law firm to perform this work.
- 3.2 Provide a description, location, date of completion and client contact information regarding services carried out by your law firm within the last five years which are comparable in scope of work. The services must have been carried out by persons who would be assigned to this district.
- 3.3 Provide the names and résumés of all professionals to be assigned to the school and identify the lead attorney that will be the Chavez/Huerta K-12 Preparatory Academy 's point of contact. The attorney providing primary service to Chavez/Huerta K-12 Preparatory Academy must be licensed by the State of Colorado to practice law and currently practicing law in Colorado. This attorney should also have at least seven (7) years of PK-12 public education law experience.
- 3.4 Provide contact information for at least three pertinent references with which the law firm has provided legal advice for the specified services Chavez/Huerta K-12 Preparatory Academy is considering.
- 3.5 The law firm must disclose any conflicts of interest prior to their accepting an award of the contract with Chavez/Huerta K-12 Preparatory Academy, and if a conflict of interest exists, the manner in which said conflict of interest would be rectified, if said contract is awarded to the law firm.

4.0 Cost Proposal/Fee Structure

- 4.1 Your proposal should clearly identify the job title or classification and hourly rate of all individuals to be utilized in the engagement based upon his/her area of legal expertise.
- 4.2 Your proposal should address the following items:
 - 1) Fees for phone calls

- 2) Fees for e-mail and text messages
- 3) Fees for Board of Education or staff training
- 4) Personal appearance and/or travel charges
- 5) Complimentary services
- 6) Retainer fee arrangement (in addition to or as an alternative to an hourly rate)

5.0 Liability Insurance

5.1 The law firm shall be required to maintain and carry in force, for the duration of the contract, insurance coverage of the types and minimum liability as set forth below:

- A. Professional Liability - insurance protection in the minimum amount of \$2,000,000 each claim or \$5,000,000 aggregate, including errors and/or omissions.
- B. Commercial General Liability Limits: \$2,000,000 Each Occurrence: \$2,000,000 Personal & Advertising Injury: \$2,000,000 Products/Completed Operations Aggregate: \$5,000,000 Policy must include the following conditions: Contractual Liability Independent Contractors Additional Insured: Chavez/Huerta K-12 Preparatory Academy. Before entering into a contract, the successful respondent shall furnish to the Chavez/Huerta K-12 Preparatory Academy Administrative office a Certificate of Insurance verifying all of the foregoing coverage and identifying the Academy as an additional insured. Prior to any material change or cancellation, Chavez/Huerta K-12 Preparatory Academy will be given thirty (30) days advance notice by registered mail to the stated address of the certificate holder. Further, the Academy will be immediately notified of any reduction or possible reduction in aggregate limits of any such policy where such reduction, when added to any previous reductions, would exceed 10% of the aggregate. In the event of an occurrence, it is further agreed that any insurance maintained by Chavez/Huerta K-12 Preparatory Academy shall apply in excess of and not contribute with insurance provided by policies named in this contract.

The certificate holder on the Certificate of Insurance shall be as follows: Chavez/Huerta K-12 Preparatory Academy
2727 W. 18th St
Pueblo, CO 81003

6.0 Proposal Outline

The response to the RFP should be assembled in the following order:

- 1) Qualifications and Experience
- 2) Scope of Work understanding
- 3) Price proposal
- 4) Certificate of Liability Insurance
- 5) Additional information: This is an opportunity to expand proposals by addressing areas not specifically addressed in the RFP such as:
 - What value does the law firm bring to a partnership with Chavez/Huerta K-12 Preparatory Academy?
 - What sets the law firm apart from its competitors, and why is the law firm the right partner for Chavez/Huerta K-12 Preparatory Academy?
 - Describe the interaction between you and/or your team and the Chavez/Huerta K-12 Preparatory Academy. What techniques do you use to provide effective legal services within limited budgets?
 - Describe the anticipated response time to client inquiries. If response time to inquiries will vary depending on the circumstances, provide clarification.

7.0 Review and Selection Criteria

- 7.1 Chavez/Huerta K-12 Preparatory Academy will employ a structured, competitive evaluation process. All written proposals will be reviewed and scored based on how well they address the specific needs of Chavez/Huerta K-12 Preparatory Academy as outlined in this RFP. Chavez/Huerta K-12 Preparatory Academy may choose to use competitive negotiations to develop the final contract/agreement with the law firm whose proposal best suits the needs of Chavez/Huerta K-12 Preparatory Academy, based upon the sole discretion of Chavez/Huerta K-12 Preparatory Academy.
- 7.2 The review and selection criteria shall be based on the written proposals and responses during any interview sessions, if conducted. A listing of the criteria in the order of their importance is as follows:
- 1) Qualifications and experience with public education projects of similar scope or complexity
 - 2) Staff experience and competence
 - 3) Pricing scale of services
 - 4) Familiarity with Chavez/Huerta K-12 Preparatory Academy and the community
 - 5) Approach to working with the board members and administration
 - 6) References
 - 7) Other Information - Provide any other information that you believe would be appropriate.

8.0 Schedule of Key Events. The following schedule shows the dates in the RFP process and is included to give a general idea of the proposal selection time frame.

RFP Issued: May 5, 2023

RFP pre-bid meeting: Thursday, May 18, 2023 at 3:00 p.m.

RFP Question Deadline: Thursday, May 18, 2023 at 3:00 p.m.

Proposal Due Date: Monday, June 5, 2023 by 2:00 p.m.

Proposal Evaluation: June 6-13, 2023

CHPA Legal Sub-Committee Review

Finalist Interview

Selection Date: June 27, 2023

Contract Start Date: July 1, 2023

9.0 Agreement

- 9.1 The agreement will run for a period of five (5) years beginning July 1, 2023 and may be extended at the discretion of Chavez/Huerta K-12 Preparatory Academy and the law firm.
- 9.2 Chavez/Huerta K-12 Preparatory Academy reserves the right to terminate the agreement at any time upon a thirty (30) day written notice to the law firm.
- 9.3 Unless otherwise stated, Chavez/Huerta K-12 Preparatory Academy is not obligated, during the period stipulated, to purchase any or all of its legal services specified therein from the law firm, and the law firm is obligated to supply the services which Chavez/Huerta K-12 Preparatory Academy requires for its operation. The successful law firm will be required to coordinate its services with the Chief Executive Officer and/or his/her designee.
- 9.4 The Contract resulting from this Solicitation, including exhibits and other documents

incorporated in the Contract or made applicable by reference, constitutes the complete and exclusive statement of the terms and conditions of the Contract between the vendor and Chavez/Huerta K-12 Preparatory Academy. The Contract supersedes all prior representations, understandings, and communications. The validity in whole or in part of any term or condition or the Contract shall not affect the validity of other terms or conditions.

- 9.5 The fees or rates submitted with this proposal shall be valid throughout the term of the agreement. The hourly rate or the fees associated may be reviewed or amended after the initial agreement.
- 9.6 Upon signing the contract the selected firm has the right to terminate the agreement at anytime upon a ninety (90) day written notice to the President/CEO's office.