



REQUEST FOR PROPOSALS

**BY THE CITY OF UPLAND
FOR CITY ATTORNEY SERVICES**

**PROPOSALS MUST BE RECEIVED BY
JANUARY 28, 2020
4:00 P.M.**

**CITY OF UPLAND
460 NORTH EUCLID AVENUE
UPLAND, CA 91786
(909) 931-4100**

**City of Upland
Request for Proposals
City Attorney Services**

The City of Upland ("City") is soliciting proposals from qualified legal firms for performing the duties and functions of City Attorney and to provide other legal services for City agencies and authorities.

SECTION 1: BACKGROUND

The City of Upland (population approximately 78,481) is nestled at the base of the San Gabriel Mountains in San Bernardino County. Broad, beautiful, tree-lined streets winding graciously below the majestic San Gabriel Mountains are trademarks of City of Upland. The City of Upland has successfully blended its naturally dramatic setting with unique shopping, popular restaurants, business and professional buildings, and modern technology. The Historic Downtown has a blend of places to eat including micro brewery's, American, Mexican, Italian, Mediterranean, Coffee Houses and fine pastries, it offers a unique custom shopping stores, as well as and beauty salons and antique stores. The Downtown has access to a railroad station (Metrolink Station) and had developed a few downtown transit-oriented development projects. The Downtown has the opportunity to further develop.

The City of Upland is a General Law city, which is approximately 15.84 square miles, with a public library, an 18-hole public executive golf course, and 13 community parks with year-round activities. The Upland Unified School District has 10 elementary schools, 2 junior high schools, a high school and a continuation high school. There are 11 colleges within a 15-mile radius of the City.

City departments include City Clerk, Administrative Services (Finance, Recreation, Human/Risk Management, Library (Contract) and IT divisions). Police (with Code Enforcement, Homeless Services and Animal Control/Management), Development Services (Planning, Building, Housing & Successor Agency) and Public Works (Operations - General Operations (Streets/ROW/Parks/Trees/Street Lighting/Graffiti), Building Facilities & Fleet, Engineering - Development/Transportation & CIP, Environmental - Post-Closure Landfill, NPDES & Sewer (Treatment Contract), Water (Full Services), Wastewater (Collections) and Solid Waste (Contract) services. Fire services are provided by San Bernardino County Fire District.

SECTION 2: SITUATION

The City of Upland is accepting proposals for contract legal services, as set forth in this Request for Proposal. The services will include acting as City Attorney. The City Attorney serves under the direction and supervision of the City Council and acts as their legal advisor. The City Attorney is not a City employee and is not entitled to the benefits of a City employee; the position is strictly on a contractual basis. The City Council reserves

the right to retain or employ other attorneys or special counsel as may be needed, in its sole judgment, to take charge of any litigation or legal matters or to assist the City Attorney.

SECTION 3: SUBMITTAL REQUIREMENTS

Each Proposer is required to submit two separate proposals: a General Proposal and a Cost Proposal. The General Proposal must be submitted in a sealed envelope bearing the caption: "General Proposal for City of Upland's City Attorney Legal Counsel Services." The Cost Proposal must be submitted in a separate sealed envelope bearing the caption: "Cost Proposal for City of Upland's City Attorney Legal Counsel Services." Each envelope must contain eleven (11) copies - one (1) master copy and ten (10) duplicates - of the corresponding proposal. The proposal copies must be numbered consecutively from "1" through "11" on the top page. Copy number "1" must be the original copy, include any required signatures in ink, and must be labeled "Master Copy" on the top page. Proposal pages must be numbered in continuous sequence, beginning with the first page of the proposal and ending with the final page. Pages should be printed on 8-1/2" X 11" paper, and double-sided documents are encouraged. Expensive bindings, graphics, and materials are not encouraged. Emphasis should be on completeness and clarity of content.

Proposals are to be addressed to:

Keri Johnson, City Clerk
City of Upland
460 N Euclid Avenue
Upland, CA 91786

Proposals may be filed in person at Upland's City Hall, at the above address, or may be mailed. **Proposals must be received by January 28, 2020 before 4:00PM.** Early responses are acceptable; proposals will not be opened until after the submittal deadline. Late proposals will not be accepted. Faxed or emailed proposals will not be accepted. Postmarks prior to the deadline are not sufficient for acceptance. The City will not be responsible for any errors or omissions in the proposals or for any delays in delivery.

The City reserves the right to reject any or all proposals, to request additional information concerning any proposals for purpose of clarification, to accept or negotiate any modification to any proposal, following the deadline for receipt of all proposals, and to waive any irregularities, if such would serve the best interests of the City, as determined by the City. This solicitation does not obligate the City to enter into an agreement with any proposer. The City reserves the right to extend or cancel this Request for Proposals (RFP) at any time, at its discretion.

Proposals become the property of the City and information therein shall become public property subject to disclosure laws after a Notice of Intent to Award. The City reserves the right to make use of any information or ideas contained in submitted proposals.

The City is not liable for any costs or expense incurred in the preparation of a response to this RFP and may modify or cancel this solicitation at any time.

SECTION 4: INQUIRIES

Any questions, interpretations, or clarifications, either administrative or technical, from prospective proposers regarding this RFP must be requested in writing, no later than **Dec 30, 2019**. All inquiries must be submitted to Keri Johnson, City Clerk, via email to the following email address: uplandcityclerk@uplandca.gov. The City will respond to all pertinent inquiries in writing, and when necessary, through an addendum to the RFP. The addendum will be distributed to all prospective proposers on the City's list of RFP holders by January 13, 2020. Oral statements, explanations, or instructions given by any person during this solicitation are unauthorized and will not be binding.

SECTION 5: SOLICITATION INTERPRETATIONS AND ADDENDA

Any change to or interpretation of this solicitation by the City will be sent to each party to which the RFP has been sent and any such changes or interpretations shall become part of the solicitation for incorporation into any agreement awarded pursuant to this RFP.

SECTION 6: SCHEDULE

RFP Release Date:	Dec. 16, 2019
Deadline to Submit Questions Regarding the RFP:	Dec. 30, 2019
City's Response to Submitted Questions:	Jan. 13, 2020
Proposal Submission Deadline:	Jan. 28, 2020
Evaluation of Proposals:	Jan. 29, 2020 – Feb. 18, 2020
City Council Interviews and Selection:	Feb. 18, 2020 – Mar. 02, 2020
Develop, Negotiate, & Finalize Contract:	Mar. 03, 2020 – Mar. 10, 2020
Anticipated Start of Services:	April 01, 2020

These dates are subject to change.

SECTION 7: QUALIFICATIONS

1. The individual proposed to serve as City Attorney shall have been a member of the California State Bar for at least ten years.
2. The proposed firm shall have been in business and providing verifiable service in the area of municipal law for at least ten years.
3. The Proposer must be able to include three (3) references for municipalities for which the proposing firm can demonstrate it has served in the capacity as City Attorney during the last five (5) years.

4. The proposal must demonstrate that the law firm and individual proposed to serve as City Attorney meets all legal requirements and can commit to fulfilling the requirements set forth in the scope of services.
5. The proposal must set forth a fee schedule for City Attorney legal services that is reasonable.

SECTION 8: SCOPE OF SERVICES REQUIRED

The successful proposer, as City Attorney, will be expected to provide a full range of City Attorney services which may include, but not be limited to, the following:

1. Represent and advise the City Council and all City officers in all matters of law pertaining to their office. Give advice or opinion on the legality of all matters under consideration by the City Council or by any of the boards and commissions, or officers of the City.
2. Assistance in the preparation and review of ordinances, resolutions, contracts, deeds, leases, or other legal documents.
3. Attend all regular meetings and special meetings of the City Council and related agencies and authorities.
4. Approve the form of all contracts made by and between the City of Upland and all bonds given to the City, endorsing same.
5. Upon request, prepare legal opinions for City departments, the City Council, boards, and commissions.
6. Oversee services provided by outside legal specialists engaged by the City for special legal problems, as deemed appropriate by City Council.
7. Coordinate legal activities with other City departments, divisions, and outside agencies.
8. Perform such other legal duties as may be required by the City Council as may be necessary to complete the performance of the functions mentioned above.
9. The City is a member of Municipal Insurance Cooperative (MIC) a non-profit, member owned, and operated California Joint Powers Authority formed to provide coverage and risk management services for public agencies.
10. The City water holdings are diverse. The City is part of a JPA, the Water Facilities Authority (WFA) an imported water treatment plant, has groundwater rights in two adjudicated water basins and is a significant shareholder in two mutual water

companies (San Antonio Water Company and West End Consolidated Water Company) which also have water rights. The City may require legal services associated with these programs.

11. The City has a Regional Sewerage Contract with Inland Empire Utilities Agency for wastewater treatment and disposal services. The agreement is nearing the end of its term and a negotiation is underway for a future service agreement.
12. The City has a Solid Waste Franchise Agreement, currently with Burrtec Waste Industries, Inc. to provide solid waste collection, disposal and regulatory services for Upland.

The City may propose additional tasks as deemed necessary to complete the assignment. Any additional work shall be compensated, as agreed upon in the Legal Services Agreement between the successful firm and the City.

SECTION 9: REQUESTER INFORMATION

All proposals **must** provide specific and succinct answers to all questions and requests for information. Indirect, imprecise, or incomplete responses can serve only to the disadvantage of the applicant. Please answer the questions in the format and order presented. (Submissions of individual resumes alone will not be considered responsive to any specific question.) **Responses to items 1 through 6 in this section should be included in your General Proposal. Responses to items 7 and 8 in this section must be included in your Cost Proposal. Do not refer to any proposed costs or other cost elements in your General Proposal - costs should only be addressed in your separate cost proposal.**

FOR YOUR GENERAL PROPOSAL LAYOUT

1. Letter of Transmittal: Include a brief introduction and history of your firm. Also include your understanding and proven work history of the work to be performed. In addition, state why you believe that your firm is the best qualified to perform the services requested.
2. Table of Contents: Include a clear identification of the material by section and page number.
3. Please describe your firm's qualifications for providing City legal services. Include in your response:
 - a. The overall capabilities, qualifications, training, and areas of expertise for each of the partners/principals and associates that may be assigned to work with the City, including but not limited to:
 - Name of individual(s) with resumes;

- Length of employment with firm;
- Specialization;
- Legal training;
- Scholastic honors and professional affiliations;
- Date of admittance to California Bar;
- Years of practice;
- Municipal or other local public sector experience (include billing summaries for the past five years if appropriate);
- Knowledge of, and experience with California Municipal Law;
- Years and statement of other types of clientele represented;
- Litigation experience and track record;
- Knowledge and use of Alternative Dispute Resolution (ADR) techniques; ADR training and experience; and success record of advocacy in mediation and arbitrations;
- Knowledge and practice of law relating to land use and planning, CEQA, NEPA, general plans, real estate, environmental issues, hazardous waste and other related law;
- Experience in the area of personnel, workers' compensation, general liability and employee relations;
- Experience in the area of contracts and franchises;
- Experience in the preparation and review of ordinances and resolutions;
- Experience in the area of the Public Records Act, the Brown Act, and the Elections Code;
- If the firm, or any of the attorneys employed by the firm, have ever been successfully sued for malpractice, been the subject of complaints filed with the State Bar, or had discipline imposed by the State Bar, please provide information on the nature of the incident, the dates on which the matter began and was concluded, and the results of the situation.

- b. Specify the individual that you propose for appointment as City Attorney. City Council Meetings are generally held the second and fourth Monday of the month.
- c. Specify the individual(s), if any, that you would propose as Assistant or Deputy City Attorney and/or who would be designated as competent, substitute/backup legal representation for the City, in the event of the absence or unavailability of the City Attorney.
- d. Specify the individual(s), if any, that you would propose as Attorney to the Planning Commission, as well as, an alternate attorney who would be designated as competent, in the event of the absence or availability of the primary appointment. Planning Commission meetings are generally held the on fourth Wednesday on the month.

- e. If your firm has an attorney that specializes in water law and related practice, please provide name, resume, and relevant information. Alternatively, if there is there another firm you partner with for this expertise then provide information accordingly.
- f. Describe how you would structure the working relationship between the City Attorney and the City Council, the City Council acting as the Successor Agency, City Manager, Department Heads, City Commissions, and other members of staff.
- g. Specify intended office location and accessibility to the City's needs, including proposal for hours and day(s) of week for regular established office hours at City Hall. A small office is available for legal counsel use at City Hall.
- h. Describe systems/mechanisms that would be established to ensure timely responses to City Council and City staff.
- i. Describe the response time we can expect from the City Attorney to inquiries made by the City Council/City Manager.
- j. Describe systems/mechanisms that would be established for monthly reporting of status of projects, requests, and costs.
- k. Identify the types of reports your firm would provide to the City Council and City Manager. Please submit sample copies of typical reports your firm provides to municipalities. Please redact any references to any specific costs. Also, you may redact any sensitive information.
- l. Describe your firm's suggested process for transmittal of requests and other material to City Attorney.
- m. Describe the staffing of your office, including all permanent and temporary employees and their general duties and work schedules. Include any changes you would propose, now or in the future, should you be awarded a contract to provide legal services to the City.
- n. The City will contractually require monthly-itemized statements for all services and will subject these statements to audit at least annually. Describe how you would provide for this reporting.
- o. Please submit an example of a typical invoice your firm provides to a public agency. Please redact any references to specific costs. Also, you may redact any sensitive information. We are interested in the format, type of information included, and readability.

- p. Identify the types of in-service training (such as ethics and AB 1234, commission roles and responsibilities, how to conduct performance evaluations, harassment, public records act, etc.) your firm is capable of providing to municipalities.
- q. The City of Upland will require the firm with which a contract is established, prior to commencement of work, to provide evidence of appropriate general liability insurance, automobile liability insurance, professional liability insurance, errors and omissions insurance, and workers' compensation insurance as needed. Describe how you would provide the same and in what coverage.

Such coverage must be provided by an insurance company(ies) authorized to do business in the State of California. Certificates must name the City of Upland as an Additional Insured and shall provide that contractor's policy is primary over any insurance carried by the City of Upland and that the policy will not be cancelled or materially changed without thirty (30) days prior notice in writing to the City of Upland. The successful firm must agree, if awarded a contract as a result of its proposal, to indemnify and hold harmless the City of Upland, its officers, agents, and employees from any and all claims and losses accruing or resulting to persons engaged in the work contemplated by its proposal or to persons who may be injured or damaged by the firm or its agents in the performance of the work. Prior to commencement of any work, these and other provisions will be established contractually.

- 4. Additionally, please describe your firm's qualifications for providing the following specific legal services.
 - a. Clearly describe your range of experience with project negotiation, and the drafting and implementation of agreements and contracts (i.e. lease, purchase, Owner Participation, eminent domain, and Development Agreements), Successor Agency activities, and litigation.
 - b. Please describe your experience in development, and variety of projects and the promotion of low and moderate-income housing.
 - c. Describe how you would structure the working relationship between the Council (including Successor Agency Board), City Manager, Department Heads, and other members of staff.
- 5. The City seeks to identify and avoid any conflicts or possible conflicts of interest. The City reserves the right to prohibit participation, if a significant conflict of interest is determined to exist. Please address the following:
 - a. Please list any political contributions of money, in-kind services, or loans

made to any member of a City Council within the last three years by the applicant law firm and all of its attorneys, including the attorney being proposed to represent the City of Upland.

- b. Please list all public agency clients for which your firm currently provides services or are under retainer.
 - c. Please list all public agency clients for which your firm previously provided services over the last five years.
 - d. Please provide information on potential conflicts of interests between other clients and the City of Upland and the proposed remedy.
 - e. For the firm and/or the proposed City Attorney, please specify current or known future professional commitments, so that the City may evaluate your continuing availability for providing legal services to the City.
6. Please indicate whether any attorney from your firm has made any political contributions (reportable or non-reportable) to members of Upland's City Council or candidates for Upland's City Council since January 2015. Also, please indicate whether any attorney from your firm has made any political contributions (reportable or non-reportable) to any members of legislative bodies that you may represent since January 2015.

FOR YOUR COST PROPOSAL

7. Please complete the attached **"Certification of Proposal to the City of Upland"** (Appendix A)
8. It is anticipated that the City will expect the selected firm to provide a system wherein "general" services are provided under a fixed monthly retainer and any additional "special" services are billed at pre-negotiated hourly rates.
 - a. Please give your definition of "general" legal services. Would all general services be included in your monthly retainer?
 - b. Please give your definition of "special" legal services? How are they differentiated from general legal services? Would any special services be included in your retainer? If so, please identify them.
 - c. How would your firm aid the City to remain within its adopted budget for its legal services?
 - d. Describe your firm's preference for method of payment, payment terms, and your procedure for billing of retention, hours, and expenses and any other accounting requirements.

- e. Define the type and unit rates for reimbursement of expenses; for example, rate for mileage, reproduction of documents or word processing charges, unit costs for telephone costs, etc.
- f. Please provide the costs of any in-service training(s) your firm indicated in **General Proposal: 3(p)** that it can provide to the City.
- g. Do you expect to have a cost-of-living adjustment incorporated into the agreement with the City? If so, please explain how you propose it be computed and implemented.
- h. Would your firm be willing to operate under a maximum annual expenditure cap with the City? If so, please explain how it might be structured.
- i. Complete the provided **Cost Proposal for the City of Upland City Attorney Legal Counsel Services** submittal forms (Appendix B and Appendix C). You may include any additional, municipal legal services your firm can provide to the City of Upland, not already included on the Cost Proposal Submittal Worksheet on the blank lines provided on the Worksheet. If you add services to your Worksheet, please complete all corresponding cells (if it is included in the retainer, title of person performing service, etc.) for that service.

SECTION 10: EVALUATION AND SELECTION PROCESS

The City Council may designate an evaluation committee to review submitted proposals. In reviewing the proposals, the evaluation committee will carefully weigh the following factors:

- a. Responsiveness to the information requested in the RFP;
- b. The firm is properly licensed to practice law in the State of California;
- c. The firm has no conflicts of interest with regard to any work performed by the firm for the City, and all potential conflicts have been identified;
- d. Understanding of the scope of services required;
- e. Proposed solutions to the specific legal needs of the City of Upland;
- f. Depth and breadth of experience and expertise in the practice of law, most specifically in those areas most often encountered in municipal government operations;

- g. References;
- h. Range and quality of services provided by the firm;
- i. Capability to perform legal services promptly and in a manner that permits the City Council and staff to meet established deadlines and to operate in an effective and efficient manner;
- j. Degree of availability for quick response to inquiries that arise out of day-to-day operating questions or problems;
- k. Degree to which firm and individual attorneys remain current through continued professional development and active communication with practitioners in the municipal law field;
- l. Communication skills;
- m. Cost of services.

The evaluation committee will first unseal and evaluate the submitted General Proposals. Then, it will unseal and evaluate the Cost Proposals. Evaluation will include checking the references of the firms and the firm's personnel. The committee will rank the proposals and recommend its top-ranked firms for the City Council to interview. Copies of all accepted proposals will be forwarded to the Council for their reference and review.

The top-ranked firms or individuals will be requested to attend a meeting with the City Council to be interviewed. The interviews will allow the designated firms an opportunity to answer any questions the Council may have regarding their proposals. Participation in the interviews will be at no cost to the City. The City will take notes of each proposer's oral representations during the interviews. These notes may be read back to the proposer for clarification and/or validation, and some material may be incorporated into the Legal Services Agreement. The City Council will make the final determination of the successful firm or individual.

Please note that in an effort to maintain the integrity of the interview process all proposing firms are prohibited from contact with the City Council members outside of the formal interview process.

During the evaluation process, the City reserves the right, where it may serve the City's best interest, to request additional information or clarification from proposing firms, or to allow corrections of errors or omissions. In addition, qualifications and references of the top candidates will be verified. The City reserves the right to verify any information contained in proposals, including references, resumes, etc. The City reserves the right to investigate and research proposals, including facts and opinions that could be helpful in evaluating the capabilities of firms, whether or not they were specifically included in the proposals.

SECTION 10: CONTRACT

Award of a professional services contract, if any, will be to the proposer whose proposal best complies with all of the requirements of the RFP documents and which provides the best solution for the needs of the City of Upland. Evaluation methodology and criteria are described in section 9, "Evaluation and Selection Process."

The successful firm will be required to enter into a Legal Services Agreement with the City of Upland, which will include the requirements of this RFP, as well as other requirements to be determined. The City reserves the right to negotiate the price, terms, and scope of services with the proposer, prior to entering into an Agreement. A subcommittee will likely be appointed by the City Council and will negotiate the terms and conditions of the Agreement with the law firm selected. The agreement will contain provisions requiring the selected law firm to indemnify the City and provide that the City Attorney and any support staff is an independent contractor(s) serving at the will of the City Council. Provisions will also be included in the contract allowing the City Council to terminate the agreement, at its sole and entire discretion, upon the provision of notice.

The term of the contract is negotiable.

In the event that a conflict exists between documents associated with this RFP, the following order of precedence shall apply:

1. City of Upland Legal Services Agreement
2. City of Upland Request for Proposals
3. Proposer's Response

The Agreement shall be signed by the selected firm and returned, along with the other required documents, to the City within ten (10) working days of receipt of the Agreement. The period for execution may be changed by mutual agreement of the parties. Agreement is not effective until approved and signed by the appropriate City officials. Any work performed prior to the receipt of the fully executed Agreement shall be at the proposer's own risk.

SECTION 11: CLARIFICATION

The City encourages proposers to resolve issues regarding the project requirements or RFP process through written correspondence and discussions during the period in which clarifying addenda may be issued. The City wishes to foster cooperative relationships and reach a fair agreement in a timely manner.

Interpretation of the wording of this document shall be the responsibility of the City, and that interpretation shall be final.

CERTIFICATION OF PROPOSAL TO THE CITY OF UPLAND

1. The undersigned hereby submits its proposal and, by so doing, agrees to furnish services to the City in accordance with this Request for City Attorney Legal Counsel Services, and to be bound by the terms and conditions of the RFP.
2. This firm has carefully reviewed its proposal and understands and agrees that the City is not responsible for any errors or omissions on the part of the proposer and that the proposer is responsible for them.
3. It is understood and agreed that the City reserves the right to accept or reject any or all proposals and to waive any informal or irregularity in any proposal received by the City.
4. The proposal includes all of the components, figures, and data required by this Request for Proposal.
5. This firm has carefully read and fully understands all of the items contained in this Request for Proposals. This firm agrees to all of the requirements of the RFP.
6. The proposal by this firm is irrevocable offer and shall be valid for 120 days from January 28, 2020.

Name of Firm: _____

By: _____

(Authorized Signature)

Type/Print

Name: _____

Title: _____

Address: _____

City: _____ **State:** _____ **Zip Code:** _____

Telephone: _____

Fax: _____

Email Address: _____

Date: _____

**COST PROPOSAL FOR CITY OF UPLAND
ATTORNEY LEGAL COUNSEL SERVICES**

Name of Firm:	Fax:
Name of Contract:	Email:
Address:	
City, State, Zip Code:	
Name of Principal:	Phone:
Signature of Principal:	
Total monthly cost for services included in monthly retainer:	
Number of monthly work hours for billed outside of monthly retainer:	
Hourly rate of personnel for services billed outside of monthly retainers:	
Position Title	Rate/Hour

Please complete the attached Cost Proposal Submittal Worksheet (Appendix C)

COST PROPOSAL SUBMITTAL WORKSHEET

SERVICE	PROVIDED BY FIRM (YES/NO)	INCLUDED IN RETAINER (YES/NO)	TITLE OF PERSON PERFORMING THIS SERVICE
Attend regular and special Council meetings			
Attend regular and special Commission meetings			
Attend Executive Team and other similar meetings as requested			
Office hours, at least twice per month			
Agenda review and follow-up			
Standard ordinances/resolution review and revision			
Standard contract review and revision			
Standard conflict issues			
Brown Act request issues			
Public Record Act request issues			
General legal advice and counsel on matters pertaining to the City, not involving more than three (3) hours of research			
Routine personnel and labor questions, which can be responded to orally, not involving more than one (1) hour of research.			
Code Enforcement Issues – City Code implications			
Code Enforcement Issues – Consultation with staff and City Prosecutor			
Code Enforcement Issues – Preparation and review of notices, demands and orders			
Litigation			
Personnel services – Personnel Board of Review			
Transactions – Purchase and sales agreements			

COST PROPOSAL SUBMITTAL WORKSHEET

SERVICE	PROVIDED BY FIRM (YES/NO)	INCLUDED IN RETAINER (YES/NO)	TITLE OF PERSON PERFORMING THIS SERVICE
Transactions – Options			
Transactions – Leases			
Transactions – Statutory development agreements			
Transactions – Specialized fee credit or reimbursement agreements			
Water rights and water quality issues			
Franchising			
Telecommunications			
Public Works – Contract disputes and interpretation services			
Public Works – drafting construction and similar contracts and conditions			
Public Works – prevailing wage issues			
Public Works – Special condition of approval			
Development Services – assessment district and CFD issues			
Development Services – Right-of-way acquisition			
Development Services – relocation issues			
Development Services – CEQA issues and document review			
Development Services – MSHCP implementation			
Development Services – Endangered species issues			
Development Services – Army Corps issues			
Development Services – Non routine Subdivision Map Act issues			
Development Services – Zoning and land use issues			

COST PROPOSAL SUBMITTAL WORKSHEET

SERVICE	PROVIDED BY FIRM (YES/NO)	INCLUDED IN RETAINER (YES/NO)	TITLE OF PERSON PERFORMING THIS SERVICE
Development Services – Review of General and Specific Plan amendments and documents			
Development Services – Review of special condition of approval			
Development Services – Housing issues			
Development Services – Successor Agency activities			
Ordinance and resolutions – Drafting and compilation of non-routine ordinances and resolutions; review and analysis of non-routine ordinances and resolutions drafted by City staff or other jurisdictions			
Proposed may list additional, pertinent services it can provide to the City of Upland in lines below			