



# NORCOR CORRECTIONS FACILITIES

Wasco-Gilliam-Hood River-Sherman  
201 Webber Street  
The Dalles, OR 97058



## REQUEST FOR QUALIFICATIONS NORCOR ATTORNEY SERVICES

ISSUED: January 3, 2019  
RESPONSES DUE: February 7, 2020

**Purpose:**

Northern Oregon Regional Corrections, (“NORCOR”) is soliciting Requests for Qualifications (RFQ) from qualified attorneys to serve as its general counsel (“NORCOR Attorney”). It is the intent of NORCOR to engage legal counsel services from an individual attorney or attorneys from a qualified law firm. NORCOR may select multiple firms to serve its specific needs, but its preference is to select a single entity for general legal services. NORCOR seeks these services to begin on or around March 1, 2020.

Interested parties are invited to submit qualifications for the provision of these services. In order to be considered, submissions must address each of the requests for information included in this document. In addition, information regarding rates and fees outlined must be submitted in a separate sealed envelope titled “Proposed Fees.”

All addenda, notices, additional information, etc. will be posted to the NORCOR website at [www.norcor.co](http://www.norcor.co)

One (1) digital copy plus one (1) original of the proposal must be sealed and returned to:

**NORCOR Attorney Services RFQ**

Attn: Brad Lohrey, Adult Administrative Officer

201 Webber Street, The Dalles, OR 97058

Email: [sheriff@shermancounty.net](mailto:sheriff@shermancounty.net)

**Submission deadline is 4:00 PM on Friday, February 7<sup>th</sup>, 2020.**

All submissions must be plainly marked with “NORCOR Attorney Services RFQ.”

**Background:**

Northern Oregon Regional Corrections operates as an Intergovernmental Entity authorized by the State of Oregon under Chapter 190 of the Oregon Revised Statutes. The facility serves the citizens of Gilliam, Hood River, Sherman and Wasco counties. NORCOR is a correctional facility located in The Dalles, Oregon and operates as a complex including an adult jail, juvenile detention facility, and property management of a building and vacant lot. NORCOR holds a variety of populations in each of the custodial facilities. The adult facility currently holds adults in custody from the four member counties, Benton County Oregon, Wheeler County Oregon, and two federal contracts. The juvenile facility holds youth from the four member counties, 12 partner counties from Oregon, 2 counties in Washington, and two contracts with the federal government. NORCOR employs approximately 64 employees including corrections officers, detention officers, medical staff, mental health providers, and administration. A dedicated and skilled attorney is needed to navigate the complexity of serving this wide range of dynamic activity within the NORCOR governance and facility.

## Scope of Services:

The office of NORCOR Attorney provides timely, effective and ethical legal representation, advice and counsel to the NORCOR Board, and Department Managers, as directed by NORCOR policy and mandated by State statutes. The office of NORCOR Attorney provides a broad range of legal services directed at promoting the public service objectives of NORCOR, while protecting NORCOR from loss and risk. Those services include advising on the law as it applies to NORCOR operations, drafting legal documents, and representing NORCOR in civil actions, and in a wide variety of contractual, financial, regulatory, and transactional matters, and supervising any other attorneys representing NORCOR in State and Federal courts.

The applying attorney or firm must be licensed in the State of Oregon and demonstrate that respondent is a current member in good standing of the Oregon State Bar. This person must be able to effectively work with and coordinate the work of other attorneys with specialized expertise such as labor.

The successful firm will provide NORCOR with general or specific legal guidance including, but not limited to the following:

- Shall provide timely legal counsel, research and/or advisory opinions for NORCOR Management structure and NORCOR Board, while ensuring all requests for legal services are promptly addressed with the highest priority.
- Shall represent NORCOR in litigation proceedings directed against the government and directed by the government.
- Shall review and/or draft proposed ordinances and resolutions, policies and regulations for NORCOR Management and Board of NORCOR approval.
- Shall work, as needed, with appropriate department heads in the interpretation, implementation, and adherence to all applicable ordinances and resolutions to ensure compliance.
- Shall work, as needed, with appropriate department managers as directed by the NORCOR Management on specific departmental policy, regulations, ordinances and resolutions, and processes.
- Shall assist with all legal issues related to the acquisition, disposal, transfer, and management of real estate and property.
- Shall review contracts, bid specifications and purchasing documents for legal and policy compliance.
- Shall ensure that adequate training is provided regarding NORCOR ordinances and resolutions, to reduce the NORCOR's exposure to potential liability.
- When requested, attend meetings of the NORCOR Board of Directors, and participate in departmental meetings when requested by the NORCOR Management.
- Shall ensure all legally binding documents and correspondence involving the government are accurate, legally sufficient, and support the intent and vision of the NORCOR Board of Directors.
- Shall review and address all public records inquiries.
- Other legal services as needed.

## **Submission Requirements:**

The following are required components for a submission to be considered complete:

### Cover letter:

- Identification of principal contact person.
- Brief identification of roles of different team members
- Provide a discussion about the intended approach to the scope of work
- A statement concerning the ability of the firm/individual to perform tasks assigned by NORCOR in a timely fashion

### Qualifications of team members:

- Areas of expertise and years of relevant experience of team members
- Professional background
- Education
- Certifications
- Listing of similar government clients and roles held
- A current resume

### Insurance coverage:

A certificate of insurance, issued by an insurance carrier licensed in the State of Oregon, for the firm/individual, showing the amount of professional liability insurance and all other insurance coverage in place as of the date of the response.

### Additional Information:

- At least three professional references that NORCOR may contact in order to validate the respondents experience, trustworthiness, high ethical standards.
- A description of any potential conflict of interest or appearance of impropriety, relating to other clients of the firm or employees of NORCOR that could be created by providing services to NORCOR.

### Fees (to be submitted in separate sealed envelope labeled "Proposed Fees"):

- The firm's willingness to work under a retainer arrangement, the amount of such retainer and the types of work covered by that retainer.
- A listing of all hourly rates of all staff expected to provide services under this contract
- A list of anticipated reimbursable expenses and the rates charged for each, such as clerical support fees, photocopies, faxes, telephone costs, travel expenses.
- The firm's policy on charges regarding travel time to NORCOR offices and what impact, if any, distance will affect attendance at meetings in The Dalles.

*NORCOR reserves the right to renegotiate terms as needed to obtain the most cost advantageous services.*

## **Selection Criteria:**

It is the intent of NORCOR to award the contract to the most qualified firm(s) or individual(s) that best meets the needs and interests of NORCOR. A selection committee consisting of management staff will make the contract award recommendation. The NORCOR Board of Directors will make the final decision.

Submissions in response to this RFQ will be judged by the selection criteria and the results of the selection committee interview.

The following selection criteria shall be considered in awarding a contract for the services described herein:

1. Qualifications of the individuals who will perform the tasks and the amount of their respective participation in providing services to the client.
2. Experience in providing the professional services requested by NORCOR (references related thereto will impact this criteria).
3. Ability to perform the tasks in a timely manner, including staffing and familiarity with the subject matter and NORCOR (references will impact this area).
4. Thoroughness and completeness of the applicant's submittal.
5. In-person interview if necessary.

**All responses will be judged based on the selection criteria above, with the evaluation weighted as indicated:**

**Category 1 – Qualifications (1/3)**

The experience of key personnel assigned to the project with regard to their documented ability to successfully provide the proposed services. The firm shall submit resumes of the key personnel who would perform the described work. Each resume shall reflect the competency of each staff member for the work, noting past experience and expertise of similar scope and complexity.

**Category 2 – Resources and Capabilities (1/3)**

The Firm's resources and responsiveness, including the description of services provided by the firm to successfully support NORCOR.

The Firm shall have the capability to provide quality and responsive services with respect to the following:

- a. Ability to meet the NORCOR's legal needs, including the ability and willingness to work cooperatively with NORCOR staff;
- b. Use of current technology;
- c. Clear, creative, workable, and efficient approaches to the questions above; and
- d. Demonstrated ability to deliver the proposed services for the optimal benefit of the NORCOR.

### **Category 3 – Service pricing (1/3)**

The proposed service rate pricing and the firm's approach to minimizing legal service costs will be evaluated under this category. Applicants should provide their estimate of the time they believe will be required to provide legal services, a listing of who will be available to provide those services, and the hourly rates for the individuals providing them.

Not all individuals/firms submitting qualifications may be interviewed. NORCOR reserves the right to reject any and all submittals, to re-advertise or to otherwise proceed when the best interest of NORCOR will be realized. NORCOR will not be responsible for any costs by the firm in preparing, submitting or presenting its response to the RFQ. This RFQ does not commit NORCOR to award a contract. Subject to the requirements of Oregon public records and public meetings law, responses or specified portions thereof will be kept confidential if requested by the applicant. Conflicts of interest between an applicant's clients and NORCOR must be disclosed, whether present or past, and may be disqualifying in the sole discretion of NORCOR.

#### **Submission Deadline:**

***Submissions must be received by 4 PM on Friday, February 7<sup>th</sup>, 2020.*** All responses will be opened publicly in the NORCOR Adult Conference room at that time and taken under advisement. Responses received after the time stipulated will not be accepted.

#### **General Terms and Conditions:**

There are no expressed or implied obligations for NORCOR to reimburse responding firms for any expenses incurred in preparing proposals in response to this RFQ.

NORCOR reserves the right to request clarifications regarding information submitted as well as request additional information from one or more parties submitting qualifications.

No proposals may be withdrawn or revoked for a period of 60 days after date of opening.

Ownership of all data, materials, and documentation prepared for and submitted in response to this RFQ shall belong exclusively to NORCOR and will be considered a public record and subject to public inspection in accordance with Oregon public records laws. Exceptions may be requested by the applicant, citing applicable statutory authority for holding specific information in confidence. The approval of exceptions will be in the sole discretion of NORCOR.

The NORCOR Board of Directors reserves the right to reject any or all proposals, call for new proposals, to waive any informality in a proposal, and to select the qualified parties. The NORCOR Board of Directors reserves the right to accept, reject, and/or negotiate any and all proposals or parts of proposals deemed by the Board to be in the best interest of citizens represented by NORCOR.

This RFQ shall be governed in all respects by the laws of the State of Oregon and the successful proposing parties shall comply with all applicable federal, state, and local laws and regulations.

By submitting their qualifications, all proposing parties certify that their proposals are made without collusion or fraud and that they have not offered or received any kickbacks or inducements from any other person or party in connection with their proposals, and that they have not conferred on any NORCOR employee having official responsibility for this procurement transaction of any payment, loan, subscription, advance, deposit of money, services, or anything of value of more than nominal value, present or promise, unless consideration of substantially equal or greater value was exchanged.

By submitting their qualifications, all proposing companies certify that they are not currently debarred from submitting bids or proposals on contracts by any agency of the State of Oregon and the federal government, nor are they an agent of any person or entity that is currently debarred from submitting bids on contracts by any agency of the State of Oregon or the federal government.