

REQUEST FOR PROPOSALS



The Administrative Services Department is requesting proposals for:

LABOR ATTORNEY SERVICES

RELEASE DATE: March 24, 2025

RESPONSE DUE: May 20, 2025

RFP OVERVIEW & TIMELINE

RFP Title:	Labor Attorney Services
Scope of Work:	See <i>“Scope of Work”</i> Section on Pages 5-7
RFP Submittal Information:	Submit electronic copies of their proposal in PDF format via email to the CITY CLERK DEPARTMENT at cityclerk@sfcity.org , with the subject “City of San Fernando - RFP Labor Attorney Services”
RFP Due Date:	Tuesday, May 20, 2025 by 5:00 PM PST
RFP Submittal Requirements:	Submitted Proposals must include the information described in the “INFORMATION TO BE SUBMITTED” Section on Pages 8 & 9 of this RFP. Submitted Proposals will be considered non-responsive if the Proposal does not provide all requested information.
City Contact:	Sergio Ibarra Human Resources & Risk Manager Phone: (818) 898-1220 Email: sibarra@sfcity.org

GENERAL INFORMATION

The City of San Fernando is interested in contracting with an experienced legal firm to provide labor attorney services for a five-year term, commencing in FY 2025-2026, with the option to extend an additional three years by mutual agreement. The required services and performance conditions are described in the Scope of Work.

BACKGROUND

The City of San Fernando was incorporated in 1911 and is currently organized according to the City Council/City Manager form of government with seven departments, including a Police Department, Public Works Department, and Recreation and Community Services Department. The City employs approximately 111 full-time employees from a total Adopted Budget for fiscal year 2024-2025 of \$52.9 million, which includes a General Fund budget of \$26.7 million. The City is a member of the Independent Cities Risk Management Authority (ICRMA) which provides insurance coverage for Liability, Workers Compensation, Property, Cyber, and Auto physical and liability Coverage. If selected, the law firm must comply with the ICRMA’s “Litigation

Management Policies and Procedures”, which be found at www.icrma.org. The City is a cost conscious provider of outstanding public services to its citizens and local businesses.

The City believes that open competition for services provides the City with the best results for its public dollars. The City is interested in receiving responsive and competitive Request for Proposals (RFP) from experienced and qualified firms to provide labor attorney services. What follows is a description of the technical environment, contractor staffing, qualifications, and performance expectations.

INSTRUCTIONS TO SUBMITTING FIRMS

A. Examination of Proposal Documents

By submitting a proposal, the prospective firm represents that it has thoroughly examined and become familiar with the services required under this RFP, and that it is capable of delivering quality services to the City in a creative, cost-effective & service-oriented manner.

B. Questions/Clarifications

Please direct any questions regarding this RFP to Sergio Ibarra, Human Resources & Risk Manager via e-mail at sibarra@sfcity.org. Questions must be received by 5:30 p.m. on **Monday, April 28, 2025**. All questions received prior to the deadline will be collected and responses will be emailed by **Monday, May 5, 2025**.

C. Submission of Bid Proposals

All bid proposals shall be submitted via email to the City Clerk Department at cityclerk@sfcity.org and the subject line of the email shall read, “City of San Fernando RFP – Labor Attorney Services.” Proposals must be received no later than Tuesday, **May 20 at 5:00 PM PST**. All proposals received after that time will not be accepted.

D. Withdrawal of Proposals

A firm may withdraw its proposal at any time before the due date for submission of proposals as provided in the RFP by delivering a written request for withdrawal signed by, or on behalf of the prospective firm.

E. Rights of City of San Fernando

This RFP does not commit the City to enter into a Contract, nor does it obligate the City to pay for any costs incurred in preparation and submission of proposals or in anticipation of a contract.

The City reserves the right to:

- 1) Make the selection based on its sole discretion;
- 2) Reject any and all proposals without prejudice;
- 3) Issue subsequent Requests for Proposal;
- 4) Postpone opening for its own convenience;
- 5) Remedy technical errors in the Request of Proposal process;
- 6) Approve or disapprove the use of particular sub-contractors;
- 7) Negotiate with any, all, or none of the prospective firms;
- 8) Solicit best and final offers from all or some of the prospective firms;
- 9) Accept other than the lowest offer; and/or
- 10) Waive informalities and irregularities in the proposal process.

F. Contract Type

It is anticipated that a standard form professional services agreement contract will be signed subsequent to City Council review and approval of the recommended firm.

G. Collusion

By submitting a proposal, each prospective firm represents and warrants that; its proposal is genuine and not a sham or collusive or made in the interest of or on behalf of any person not named therein; that the prospective firm has not directly, induced or solicited any other person to submit a sham proposal or any other person to refrain from submitting a proposal; and, that the prospective firm has not in any manner sought collusion to secure any improper advantage over any other person submitting a proposal.

SCOPE OF SERVICE

The following section describes the specific services being requested by this RFP. The City currently has 111 Full-Time employees, 74 Part-Time employees, and 10 Reserves (Volunteers). Additionally, the City has six (6) bargaining units that are currently under multi-year bargaining agreements. Negotiations for successor agreements with each of the units will begin in Fiscal Year 2026-2027. The following is a list of the City's current bargaining units:

Represented by SEIU 721

- San Fernando Public Employees Association
- San Fernando Management Group
- SF Part-time Employees Bargaining Unit

Police Department Bargaining Units

- San Fernando Police Officers Association (POA)
- San Fernando POA – Management Unit
- San Fernando Police Civilians Association

Required Services:

1. General Legal Counsel on Employment & Labor Matters

- a) Advising City management on federal, state, and local employment laws (e.g., FLSA, FMLA, ADA, EEOC regulations).
- b) Ensuring compliance with municipal personnel policies and collective bargaining agreements.
- c) Reviewing and updating employee handbooks, policies, and procedures.
- d) Reviewing and updating the City's Personnel Rules.

2. Labor Relations & Collective Bargaining

- a) Representing the City in negotiations with labor unions.
- b) Drafting and interpreting collective bargaining agreements (CBAs).
- c) Advising on labor disputes, grievances, and arbitration.
- d) Handling contract interpretation issues and disputes with employee unions.

3. Employment Litigation & Dispute Resolution

- a) Defending the City against employment-related claims, including wrongful termination, harassment, discrimination, and wage disputes.
- b) Representing the City before administrative bodies (e.g., EEOC, Department of Labor).
- c) Managing mediation and arbitration proceedings.
- d) Providing guidance on employee discipline and terminations to mitigate legal risks.

4. Workplace Investigations

- a) Conducting or overseeing independent investigations into employee misconduct, harassment, or discrimination complaints.
- b) Advising on corrective actions and legal obligations following investigations.

5. Training & Compliance

- a) Providing training for managers and supervisors on labor laws, discrimination prevention, workplace harassment, and best practices.
- b) Conducting compliance audits to identify and address employment law risks.

6. Public Safety Employment Issues

- a) Advising on police department employment matters, including disciplinary actions and procedural due process rights.
- b) Handling matters involving the Public Safety Officers Procedural Bill of Rights (POBR).

7. Wage & Hour Compliance

- a) Advising on fair labor standards, overtime laws, and pay equity issues.
- b) Conducting audits to ensure wage compliance.
- c) Advising on payroll tax practices and applicability.

8. Pension & Benefits Consultation

- a) Providing guidance on retirement and pension-related issues, including compliance with public employee retirement systems (e.g., CalPERS).
- b) Advising on health benefits, leave policies, and disability accommodations.

9. Crisis Management & Emergency Labor Issues

- a) Assisting in labor and employment matters during emergencies, such as public health crises or natural disasters.
- b) Advising on temporary policies and workforce changes during emergencies.

10. Legislative & Policy Updates

- a) Monitoring new labor laws and regulations affecting municipal employees.
- b) Advising on policy changes and compliance strategies.
- c) Review and update the City’s Personnel Policies and Procedures.
- d) Review and update the City’s Personnel Rules.

PROPOSED TERM OF CONTRACT

The proposed term of the contract is five-years, commencing in FY 2025-2026, with the option to extend an additional three-years by mutual agreement.

SCHEDULE FOR SELECTION

RFP Available:	March 24, 2025
Deadline for submittal of Questions:	April 28, 2025
Response to Questions:	May 5, 2025
Deadline for submittal of Proposal:	May 20, 2025
Interviews (if necessary)	June 2025
Agreement Presented to Council for Review & Approval:	July 2025

METHOD OF SELECTION AND NOTICES

The Human Resources & Risk Manager will evaluate the information provided in the submitted proposals using the following criteria as a guideline:

- Completeness and Comprehensiveness.
- Responsiveness to City's issues.
- Potential to benefit the City.
- Experience of the firm providing similar services to other municipalities.
- Cost effectiveness.
- Quality of proposed staff.

INFORMATION TO BE SUBMITTED

1. Prospective Firms must submit one digital copy of their proposal via email in PDF format.
2. Include a *Proposal Summary* Section

This section shall discuss the highlights, key features, and distinguishing points of the Proposal. A separate sheet shall include all the contact people on the Proposal and how to communicate with them.

3. Include a *Profile of the Proposing Firm(s)* Section

This section shall include a brief description of the Firm, including size, location of office(s), number of years providing service, organizational structure of the responsible division, etc.

Additionally, this section shall include a listing of any lawsuit and the result of that action resulting from (a) any public project undertaken by the Firm where litigation is still pending or has occurred within the last five years or (b) any type of project where claims or settlements were paid by the Firm or its insurers within the last five years.

4. Include a *Qualifications of the Firm* Section

This section shall include a brief description of the Firm's qualifications and previous experience of similar or related services provided to other agencies. Provide a description of pertinent experience with other public municipalities (maximum of four) that includes a summary of the work performed, the total amount billed, the period over which your Firm represented the agencies, and the name, title, and phone number of clients to be contacted for references.

5. Include a *Work Plan* Section

In this section, present a well-conceived service plan. This section of the proposal shall establish the Firm's understanding of the City's Scope of Services in this RFP and the Firm's ability to satisfy the objectives and requirements outlined in the scope. Describe

the proposed approach for addressing the scope of service, outlining the approach that would be undertaken in providing the requested services. Describe related service experience by the Firm in similar work. Please describe the role, extent of services (number of people used, engagement duration, and contract value).

6. Include a *Proposed Staffing Section*

In this section, discuss how the Firm would propose to staff the City's requested labor service needs. Firm's key team members shall be identified by name, specific responsibilities and their qualifications. An organizational chart for the attorney team and resumes for key Firm personnel shall be included. Key Firm personnel will be an important factor considered by the Human Resources & Risk Manager. **There can be no change of key personnel once the proposal is submitted, without prior approval of the City.**

7. Include a *Proposal Costs Sheet and Rates Section*

In this section, include the proposed costs to provide the services desired. Include any other cost and price information that would be contained in a potential agreement with the City.

In addition, include the costs for any other services that are considered optional additions.