



**REQUEST FOR PROPOSALS  
FOR GENERAL COUNSEL LEGAL  
SERVICES**

ISSUED: March 6, 2026

PROPOSALS DUE: April 17, 2026 at 1 pm PDT

## **Request for Proposals**

Located in Redwood City, San Mateo County, California, Silicon Valley Clean Water (SVCW or Authority) is a Joint Powers Authority formed in 1969 by its Member Agencies, the cities of Redwood City, Belmont, San Carlos and the West Bay Sanitary District for the conveyance, treatment and disposal of the wastewater of its Member Agencies. The Authority is governed by a four-member Commission appointed by each Member Agency, and its service area includes a population of approximately 250,000. Further information about SVCW is available at <https://svcw.org>.

SVCW seeks qualified public agency law firms to serve as the Authority's appointed Legal Advisor (General Counsel) to its governing Commission. SVCW issues this Request for Proposals (RFP) inviting law firms and individuals with experience representing local public agencies to submit proposals to serve as General Counsel for the Authority. The firm/individual must be qualified to provide expertise and related experience in the areas of general municipal law, wastewater, water, land use, personnel and labor relations, open meeting and conflict of interest laws, public records act and other matters as they may arise. General Counsel serves under the direction and supervision of the Commission of Silicon Valley Clean Water, as its principal Legal Advisor. The Authority 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 Authority.

## **Scope of Work**

Although the following list is not intended to be exclusive, General Counsel is expected to provide the services listed below:

- Advise the Commission and staff on issues related to municipal law, including but not limited to the Bown Act, parliamentary procedure, public official conflict of interest, wastewater and water law, joint powers authorities, contracts related to providing services, public construction, finance, government grants, and labor law
- Monitor new legislative developments and case law, and provide updates and advice to the Commission and/or Manager on changes that will affect SVCW
- Prepare and/or review all ordinances, resolutions, contracts, joint power agreements, leases, deeds and easements, procurement and other agreements entered into by SVCW
- Research and submit legal opinions on various matters pertaining to SVCW
- Recommend and monitor outside Special Counsel from time to time on matters customarily warranting such need by reason of special expertise
- Enforce all ordinances and regulations through administrative and judicial actions as requested by the Commission or Manager
- Prepare and/or review draft Commission meeting agenda and related items, including staff reports, agreements, policies, notices resolutions, ordinances and regulations

- Attend all regular and special Commission meetings in-person, including Committee meetings
- Attend all standing and other staff and consultant meetings as requested by the Manager
- Advise on individual labor and employment matters related to represented and unrepresented employees, to the extent not provided by Special Counsel
- Advise on and prepare responses to subpoenas, court orders, and requests for information from third parties, including public records requests
- Advise and represent SVCW before other governmental bodies and agencies, and defend/initiate lawsuits, administrative or other legal claims as are advisable or directed by the Commission or Manager and to the extent such representation is not provided by Special Counsel
- Advise on the update of the SVCW Joint Powers Agreement being led by outside counsel, Hanson Bridgett
- Provide consultation and perform other legal duties as may be required or necessary to complete the performance and functions listed above

Legal services are generally performed during normal operating hours and during Authority Commission regular meetings, which occur on the third Monday of each month, commencing at 8:00 a.m., and such other special meetings as may be called.

### **Submittal Requirements and Criteria**

All proposals must include and will be evaluated based on the following criteria:

- A cover letter containing the signature of the individual who is authorized to contractually bind the firm, as well as the name and contact information of the individual(s) to whom communications should be directed during the selection process
- A detailed description of the firm's background and understanding of SVCW's requirements as described in the Scope of Work
- Any potential conflicts of interest for the firm or its attorneys to provide SVCW with the legal services requested through this RFP
- The lead counsel who will be primarily responsible for providing legal services, and other attorneys and staff to be assigned to SVCW's legal matters.
- Please include the qualifications, training and certifications of lead counsel and all other attorneys and staff who will perform the services outlined herein
- A list of the firm's other attorneys (or other outside attorneys) and practice areas that may be utilized to support the lead legal counsel in providing legal services
- A list of public agencies and/or other nonprofit entities represented by the firm during the last five (5) years with contact information (including email and phone number of contact person) for each client and a brief description of the type of services provided. SVCW reserves the right to contact any of the references provided

- A list of hourly rates and all cost reimbursements to perform the requested legal services, including rates for lead counsel and all other attorneys and staff that would perform services for SVCW
- A list of anticipated non-labor and other incidental costs and how they will be managed and billed
- Provide a sample contract that the firm proposes to use for this engagement

Selection will be based on demonstrated qualifications, experience and ability to provide the required services in a high-quality manner, with fees considered to ensure cost-effective representation of the Authority.

### **Timeline for Submission of Proposals and Award of Contract**

March 6, 2026 - Issuance of Request for Proposals

April 10, 2026 - Deadline for Submission of Questions and/or Inquiries to Manager

April 17, 2026 - Proposals due at 1 pm PDT

April 27 through May 1, 2026 - Potential interview of selected proposer(s)

May 14, 2026 - Presentation of Selected Proposals to Commission, including potential interview with proposer(s)

June 11, 2026 - Award of Contract (Tentative)

### **Submission Instructions**

Submit Proposals To:

Matthew Zucca, SVCW Manager

Format: One (1) electronic PDF copy via email @ [MZucca@svcw.org](mailto:MZucca@svcw.org)

### **Inquiry Instructions**

Verbal and written inquiries may be directed to the following:

Christine Fitzgerald  
Outgoing General Counsel  
Fitzgerald Law Offices  
(650) 740-5197

Matthew Zucca  
Authority Manager  
(650) 832-6255  
[mzucca@svcw.org](mailto:mzucca@svcw.org)

### **Cancellation**

SVCW reserves the right to cancel this RFP at any time prior to contract award without obligation in any manner for proposal preparation, interview, fee negotiation, or other marketing costs associated with this RFP. Issuance of this RFP and receipt of proposals does not commit SVCW to award a contract. SVCW expressly reserves the right in its sole discretion to postpone the proposal for its own convenience, to accept or reject any

or all proposals, in whole or in part, to negotiate with more than one proposer concurrently, or to cancel all or part of this RFP.