



Approval Authority Agenda Item Template

To: Bay Area UASI Approval Authority

From: Heather Tannehill-Plamondon, UASI Program Manager

Date: **8/18/11**

RE: **Item # 8** *Discussion/Possible Action –UASI Legal Services-update*

Action or Discussion Item:

Discussion, possible action.

Background:

The BAUASI, using the CCSF Procurement process will release the RFQ for Legal Services for the UASI Approval Authority on August 22, 2011. A draft of the RFQ has been provided as an attachment to this report and staff is seeking review and comments to be incorporated for the 8/22/11 release.

Discussion/description:

The schedule for the RFQ for Legal Services is as follows:

<u>Submission Phase</u>	<u>Date</u>
RFQ is issued by the City	<u>August 22, 2011</u>
Pre-submission conference	<u>September 15, 2011, 10 A.M.</u>
Deadline for submission of written questions or requests for clarification	<u>September 19, 2011, 5:00 P.M.</u>
UASI to post written response to questions or requests for clarifications	<u>September 24, 2011, 5:00 P.M.</u>
Submissions due	<u>September 30, 2011, 12:00 P.M.</u>



Oral interview with firms selected for further consideration

October 6, 2011

Notification of Firms to be included in Qualified Pool **October 21, 2011**

The BAUASI Management Team is requesting that the Approval Authority appoint a special subcommittee to include a representative from the San Francisco (the Fiscal Agent) and two other members to participate on the selection panel for the contract.

Budget or Fiscal Impact:

An amount not to exceed \$50,000 has been identified for allowable legal expenses in the FY2010 UASI Management and Administration Budget.

Action Requested of the UASI Approval Authority:

Provide comments or changes to the proposed RFP for incorporation before the 8/22/11 release date and identify the participants in the subcommittee.