

SPOKANE TRANSIT AUTHORITY
ADDENDUM TO
RFP 2024-10963 – GENERAL COUNSEL LEGAL SERVICES

AMENDMENT NO. 1

Amendment 1 consists of this cover page and one (1) attachment - Responses to Questions and Requests for Approved Equals, Clarifications, or Changes

This Addendum is hereby made a part of the RFP document to the same extent as though it were originally included therein. All Proposers shall acknowledge receipt and understanding of this addendum by completing the information required on Attachment A, Proposal Response Form, and returning the signed page with their proposal on or before the proposal due date.

Jordan Hayes-Horton
Sr. Procurement Manager

Attachment - Responses to Questions and Requests for Approved Equals, Clarifications, or Changes

Question #	Document Section	Page Number	Question	STA Response
1			Is this a part time role, do you anticipate 15-20 hours per week or something similar?	Yes. STA estimates 50-70 hours per month. Work will be on an on-call basis other than regular, pre-scheduled meetings. The Board, CEO or STA staff will reach out with requests via phone or email as needed.
2			Can meetings be attended remotely?	No. STA would prefer meetings be attended in-person. There are three Committee meetings and one Board meeting each month. The full year of Committee and Board meetings are scheduled at the end of the prior year, so there is plenty of advance notice. Additionally, there could be Board Workshops or special meetings called by the Chair.
3			For solicitations and contracts, would counsel be working directly with Jordan Hayes-Horton (Sr. Procurement Manager)?	Yes. The Sr. Procurement Manager regularly works directly with current counsel. The Board and CEO have authorized STA staff to reach out directly to counsel when assistance is needed.
4			Is the physical location for in-person meetings Spokane?	Yes
5			WEBS has a vendor pool of pre-approved legal counsel. Will you be using the vendor pool/contract? Vendors in the pool are required to pay WA DES (WEBS) a fee for business solicited through the pool.	No. While STA's solicitation is posted to WEBS, we are not using the vendor pool/contract. This solicitation is open to all vendors and STA will be utilizing our own contract.
6			Are you looking for a law firm or would a staffing agency that could provide attorneys that are licensed to practice law in Washington be acceptable.	A staffing agency would be acceptable if they could provide a single attorney and maybe a backup attorney that STA would utilize for the life of the contract. STA does not want a different attorney each time we need services.
7			Is there an opportunity to propose for just part of the work, as an example, just real estate services?	STA is hoping for a single firm; however, Proposers have the ability to partner with one another (prime contractor with sub-contractors). A Proposer could subcontract a portion of the work to another firm and list them as a subcontractor within their Proposal.
8	RFP	26	Are you looking for an attorney or an attorney and support staff since the pricing section of the RFP has paralegal, etc.?	STA primarily needs an attorney; however, we wanted to allow an attorney/firm the flexibility to utilize their support staff if they choose to do so.
9	RFP	8	For section 1.13, Proposer Certifications, is this just referring to the attachments or are you looking for something specific here?	Yes. Proposer Certifications is referring to the forms that we ask you to complete and return.
10	RFP	24	If more questions come up between now and Friday, 6/21/24, should we use Attachment B to submit our questions?	Yes. Please use the form provided as Attachment B and send it directly to Jordan Hayes-Horton via email. Questions and answers will be collected and provided in an amendment.