



**SAN GABRIEL VALLEY MOSQUITO AND VECTOR CONTROL DISTRICT**  
**Request for Proposals**  
**Legal Counsel Services**

**Solicitation for General Counsel Services in Support of District Operations and Governance**

**Release Date:** January 5, 2026

**Proposal Due Date:** February 19, 2026 at 2:00 P.M.

**Contact:**

Jason Farned

District Manager

San Gabriel Valley Mosquito and Vector Control District

1145 N. Azusa Canyon Road

West Covina, CA 91790

Email: [jfarned@sgvmosquito.org](mailto:jfarned@sgvmosquito.org)

Phone: (626) 814-9466



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## **1. Introduction and Invitation to Submit Proposal**

The San Gabriel Valley Mosquito and Vector Control District (District) is soliciting proposals from qualified attorneys or law firms to provide general legal counsel services. The selected individual or firm will serve as the District's Legal Counsel and be responsible for advising the Board of Trustees and District Manager on a broad range of legal, regulatory, and governance matters.

As a public health agency governed by a 27-member Board of Trustees, the District operates under the authority of California Health and Safety Code §§ 2000–2093. It serves a diverse region of more than two million residents across twenty-six cities and unincorporated areas of Los Angeles County.

This Request for Proposals (RFP) outlines the qualifications, scope of services, and submission requirements for firms or individuals interested in serving as District Legal Counsel. Legal services will be provided on an as-needed basis under the direction of the District Manager or the Board of Trustees. The District seeks to enter into a professional services agreement with a firm or attorney experienced in representing public agencies, preferably with expertise in vector control, special districts, or related fields.

Qualified respondents are invited to submit a written proposal in accordance with the requirements outlined in this RFP. The District reserves the right to reject any or all proposals, to waive informalities, and to select the firm or attorney that, in the judgment of the Board of Trustees, will best serve the interests of the District.

## **2. District Background**

The District is an independent special district established in 1989 under the authority of California Health and Safety Code §§ 2000–2093. The District was formed in response to a public health need for coordinated mosquito control following the emergence of St. Louis encephalitis in the region.

Today, the District provides comprehensive mosquito and vector control services to over two million residents across twenty-six cities and unincorporated areas of Los Angeles County, covering approximately 287 square miles. The District's mission is to protect public health by suppressing vector populations and reducing the risk of vector-borne disease transmission through science-based integrated vector management.

The District is governed by a 27-member Board of Trustees, with one representative appointed by the city council of each member city and one representative appointed by the Los Angeles County Board of Supervisors. Policy direction is provided by the Board, and day-to-day operations

are managed by the District Manager and administrative staff. The District operates from its headquarters in West Covina and currently employs 36 full-time staff members across multiple departments, including operations, surveillance, communications, and administration.

The District maintains a strong commitment to transparency, regulatory compliance, and public service. As a public health agency, it operates in accordance with the Brown Act, the California Public Records Act, and other applicable laws governing public entities.

### **3. Scope of Legal Services**

The District seeks to retain legal counsel with demonstrated expertise in public agency law to provide general legal services on an as-needed basis. Legal counsel will work under the direction of the District Manager and, when appropriate, the Board of Trustees. The scope of services includes, but is not limited to, the following:

- **Board and Governance Support**

Attend regular and special meetings of the Board of Trustees as requested. Provide legal guidance during meetings and assist in ensuring compliance with the Ralph M. Brown Act and other applicable open meeting laws.

- **Contract and Document Review**

Draft, review, and revise contracts, agreements, resolutions, policies, memoranda of understanding, and other legal documents to ensure consistency with applicable laws and District policies.

- **Compliance and Regulatory Guidance**

Provide legal advice regarding compliance with federal, state, and local laws, including but not limited to:

- California Health and Safety Code §§ 2000–2093
- Ralph M. Brown Act (Government Code §§ 54950–54963)
- Political Reform Act and FPPC regulations
- Government Code (including conflicts of interest, ethics, and public records)
- Labor and employment law (in coordination with designated labor counsel, as applicable)

- **Legislation Monitoring and Interpretation**

Monitor proposed or newly enacted legislation affecting the District. Advise the District Manager and Board on the legal implications of legislative and regulatory changes.

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- **Risk Management and Litigation Support**

Advise on risk mitigation strategies. Represent the District in legal claims or administrative proceedings when appropriate, or coordinate with specialized outside counsel when needed due to conflict or subject matter expertise.

- **Boundary and Governance Matters**

Provide legal assistance related to annexation, detachment, Proposition 218 compliance, and related jurisdictional matters. This may include support for assessment administration, ballot proceedings, engineer’s reports, and coordination with the Los Angeles County Local Agency Formation Commission (LAFCO).

- **Personnel and Employment Law**

Advise on personnel-related legal matters in consultation with the District’s designated human resources staff and labor counsel. Topics may include hiring practices, disciplinary actions, wage and hour compliance, and leave policies.

- **General Legal Counsel**

Respond to legal inquiries from the District Manager and Board of Trustees, provide written legal opinions as requested, and offer proactive legal advice to support effective governance and operations.

The District reserves the right to assign work to other legal counsel in cases involving conflicts of interest, special litigation, or areas of highly specialized law. The selected legal counsel is expected to work collaboratively with any outside attorneys or consultants retained by the District.

#### **4. Minimum Qualifications**

To be considered for selection, proposers must meet the following minimum qualifications at the time of submission:

- **Bar Membership and Standing**

The attorney or lead counsel assigned to the District must be an active member in good standing with the California State Bar.

- **Experience with Public Agencies**

Demonstrated experience providing legal counsel to California public agencies, special districts, or municipalities, with a focus on governance, compliance, and open meeting laws.

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- **Knowledge of Applicable Laws**

Familiarity with laws relevant to the District’s operations, including but not limited to:

- California Health and Safety Code §§ 2000–2093
- Ralph M. Brown Act
- Political Reform Act and FPPC regulations
- Public Records Act
- Government Code provisions related to ethics, conflicts of interest, and public contracting
- Proposition 218

- **Litigation and Risk Management Experience**

Experience advising on or managing legal claims, administrative hearings, or litigation involving public entities. The proposer may represent the District directly or coordinate with outside counsel when appropriate.

- **Contract and Policy Development**

Ability to draft, review, and advise on contracts, policies, resolutions, and administrative procedures in a manner that supports legal compliance and operational clarity.

- **Capacity and Responsiveness**

Demonstrated capacity to respond promptly to legal inquiries and attend District meetings as needed, including evening or special meetings.

Firms or individuals that do not meet these minimum qualifications will not be considered. The District reserves the right to verify all stated qualifications and to disqualify any proposer who misrepresents their experience or credentials.

## **5. Proposal Requirements**

Each proposal must be complete, concise, and submitted in the format outlined below. Incomplete proposals or those failing to address the requested content may be rejected without review.

The proposal must include the following components, clearly labeled and organized in the order listed:

### **A. Cover Letter**

- A signed letter summarizing the proposer’s qualifications and interest in serving as District Legal Counsel.
- Must include the name and title of the individual authorized to bind the proposer to the terms of the proposal.

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**B. Firm or Individual Background**

- A brief history and description of the firm or practice, including years in operation and areas of specialization.
- Office location(s) and availability for meetings or consultations.

**C. Legal Qualifications and Experience**

- Description of experience providing legal counsel to public agencies, with emphasis on work with special districts, vector control, or related public health entities.
- Summary of experience in the following areas:
  - Open meeting and ethics laws
  - Public records and transparency laws
  - Contract and policy review
  - Labor and employment law (basic advisory level)
  - Proposition 218 and assessment law
  - Risk management and litigation support
  - Public agency governance

**D. Assigned Attorney(s)**

- Identify the attorney(s) who would be assigned to the District.
- Include résumés or brief bios highlighting relevant qualifications, bar admissions, and years of public law experience.

**E. References**

- At least three (3) references from current or recent public agency clients.
- Include agency name, contact person, title, phone number, and brief description of services provided.

**F. Conflict of Interest Disclosure**

- Describe any potential or actual conflicts of interest with the District, its member cities, or other public agencies.
- Disclose any current or prior representation of entities that could reasonably present a conflict.

**G. Fee Proposal**

- Clearly state the proposed hourly rates for legal counsel and any additional staff.
- Identify any alternative fee structures (e.g., monthly retainers, blended rates) if available.
- Specify how billing will be handled for travel, meetings, research, and administrative time.

**H. Additional Information (Optional)**

- Provide any supplemental information the proposer believes would assist in evaluating qualifications, such as publications, community involvement, or training offered to clients.

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All submitted materials become the property of the District and will not be returned. Proposals must be signed by an individual authorized to bind the proposer and remain valid for a minimum of 90 days following the submission deadline.

## 6. Evaluation Criteria

Proposals will be evaluated based on the proposer's qualifications, relevant experience, responsiveness, and overall value to the District. The District may invite one or more finalists for interviews prior to final selection.

Key evaluation criteria include:

- **Qualifications and Experience**  
Demonstrated legal experience with public agencies, special districts, or similar entities, particularly in California.
- **Knowledge of Applicable Laws**  
Understanding of statutes and legal frameworks relevant to District operations, including the Brown Act, California Health and Safety Code, Political Reform Act, and Proposition 218.
- **Responsiveness and Capacity**  
Availability to provide timely legal services, attend meetings as needed, and respond to District requests with clarity and professionalism.
- **References**  
Positive performance feedback from public agency clients with similar scope and service needs.
- **Clarity and Quality of Proposal**  
Organization, completeness, and professionalism of the submitted materials.
- **Fee Structure and Cost Effectiveness**  
Reasonableness of proposed rates in relation to services offered, including clarity of billing practices.

The District reserves the right to:

- Request additional information or clarification from any proposer
- Conduct interviews or request presentations

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- Reject any or all proposals
- Select legal counsel based on overall best fit for the District’s needs

Final selection will be based on a holistic assessment of qualifications and value, as determined by the District.

**7. Submission Instructions**

All proposals must be received by the District no later than:

**Thursday, February 19, 2026 at 2:00 P.M**  
**Late submissions will not be considered.**

**Submission Method**

Proposals may be submitted electronically or in hard copy as follows:

- **Electronic Submission (Preferred):**

Email a single PDF file containing all required components to:

**Jason Farned**  
District Manager  
San Gabriel Valley Mosquito and Vector Control District  
Email: jfarned@sgvmosquito.org

Subject line: **RFP – Legal Counsel Services – [Firm Name]**

- **Hard Copy Submission (If applicable):**

Mail or deliver one (1) printed copy and one (1) digital copy (USB drive) to:

**San Gabriel Valley Mosquito and Vector Control District**  
Attn: Jason Farned, District Manager  
1145 N. Azusa Canyon Road  
West Covina, CA 91790

**Proposal Format**

Proposals must be:

- Typed, single-spaced, and formatted for 8.5" x 11" paper
- Paginated and clearly labeled by section
- Signed by an individual authorized to bind the proposer contractually

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**Questions and Clarifications**

Questions regarding this RFP must be submitted in writing to the contact below no later than:

**Monday, January 19, 2026 at 2:00 P.M.**

Responses to all timely questions will be shared with all known prospective proposers via email and posted on the District’s website.

**RFP Contact**

**Jason Farned**

District Manager

Email: [jfarned@sgvmosquito.org](mailto:jfarned@sgvmosquito.org)

Phone: (626) 814-9466

Website: [www.sgvmosquito.org](http://www.sgvmosquito.org)

**8. General Terms and Conditions**

**A. Reservation of Rights**

The District reserves the right to:

- Reject any or all proposals, in whole or in part
- Waive any informalities or irregularities in the RFP process
- Modify or cancel this RFP at any time
- Reissue this RFP or issue a new solicitation at a future date
- Seek clarification or additional information from any proposer
- Conduct interviews or request presentations from one or more finalists
- Select the proposer that, in the District’s sole judgment, best meets its needs and is in the best interest of the District

**B. Public Nature of Proposal Materials**

All proposals submitted in response to this RFP become the property of the District and may be subject to public disclosure in accordance with the California Public Records Act (Government Code § 6250 et seq.). Proposers must clearly identify any portion of the proposal they consider proprietary or confidential. The District does not guarantee confidentiality of any materials submitted.

**C. Conflict of Interest**

Proposers must disclose any actual, apparent, or potential conflicts of interest that may exist relative to providing legal services to the District. Failure to disclose a conflict may result in disqualification.

**D. Cost of Proposal Preparation**

All costs associated with the preparation and submission of a proposal are the sole responsibility of the proposer. The District shall not reimburse any costs incurred in responding to this RFP.

**E. Contract Award and Execution**

Award of a contract is subject to approval by the Board of Trustees. The selected proposer will be required to enter into a written agreement with the District that includes standard terms and conditions, including provisions for termination, indemnification, insurance, and compliance with applicable laws.

**F. Term of Engagement**

The District intends to enter into an open-ended professional services agreement for general legal counsel services. The engagement will remain in effect unless terminated by either party, with or without cause, upon reasonable written notice as specified in the final agreement.

The District reserves the right to engage separate or additional counsel for specific matters, or to terminate the agreement at any time in accordance with the terms and conditions of the executed contract.