



## **REQUEST FOR PROPOSALS 19-04 FOR LEGAL SERVICES**

### **SCOPE OF SERVICES**

The work covered by the Legal Services for RFP 19-03 includes, but is not limited to the following:

- ❖ Legal Counsel to the Guam Preservation Trust
- ❖ Provide legal advice, counsel, and render legal services as required by the Guam Preservation Trust, but not limited to the following subject matters: open meetings; public records; human resource; real estate and personal property matters, including acquisitions and sale, annexation, zoning
- ❖ Prepare opinions, resolutions, and reports at the request of any member of the Board of Directors or the Chief Program Officer
- ❖ Undertake such legal research as shall be requested by the Board of Directors or Chief Program Officer
- ❖ Advise the Trust upon request as to needed revisions of the laws of Guam and of the Rules and Regulations of the Trust
- ❖ Advise the Board of Directors and the Chief Program Officer of all legal matters to which the Trust is a party or in which the Trust is legally interested
- ❖ Represent the Guam Preservation Trust in connection with legal matters before the Legislature, Boards, and other agencies of the Territory of Guam or the United States

- ❖ Represent the Guam Preservation Trust in litigation concerning the affairs of the Trust
- ❖ Review and/or prepare contracts, leases, bid invitations, and other documents as may be requested from time to time by the Board of Directors or Chief Program Officer
- ❖ Provide legal assistance and advice during any negotiations with the Board of Directors tenants, concessionaires and contractors
- ❖ Perform other legal services as requested by the Board of Directors or the Chief Program Officer
- ❖ Attend Board of Directors meetings

**MINIMUM WORK EXPERIENCE AND TRAINING:**

Over four (4) and less than four (8) years of progressively responsible experience as a licensed attorney and graduation from a law school accredited by the American Bar Association

**TO BE PROVIDED WITH A PROPOSAL**

- A description of applicant's education, as well as a legal or non-legal work experience
- Past and current work history, including any recent or current work performance
- Unique or extraordinary skills or qualifications
- Proposed compensation
- Description of the type of legal support services to be provided
- List of references and contact information

The Guam Preservation Trust reserves the right to reject any and all RFP responses, to waive any variances from the RFP specification where the variance is considered to be a the sole discretion of, and in the best interests of the Guam Preservation Trust. All proposals shall become the property of the Guam Preservation Trust.

Resources:      Current legal counsel agreement  
GovGuam Dept. of Education Attorney Level III Job Announcement  
City of East Helena, Legal Services Scope