

**PRIVILEGED AND CONFIDENTIAL  
ATTORNEY-CLIENT PRIVILEGED MEMORANDUM  
FOR  
POTENTIAL ENGAGEMENT OF COUNSEL**

TO: PROSPECTIVE COUNSEL

FROM: THE LOS ANGELES CITY ATTORNEY'S OFFICE

DATE: April 27, 2026

RE: REQUEST FOR PROPOSALS (RFP) FOR COUNSEL AT THE  
DEPARTMENT OF AIRPORTS – LABOR & EMPLOYMENT ADVICE  
AND LITIGATION AND RELATED MATTERS

The City Attorney's Office ("the Office") is soliciting proposals from qualified law firms to assist the Office in providing legal services to the City of Los Angeles Department of Airports (also known as Los Angeles World Airports or "LAWA").

The legal services contemplated are not currently within the internal resources of the Office and include, but are not limited to, assisting the Office in providing advice and representation to LAWA in connection with labor and employment advice and litigation related matters.

All materials shall become a part of the proposal, and may be incorporated in a subsequent contract between LAWA and the selected proposer.

Please submit your proposal, **via email**, no later than:

**5:00 p.m. on Monday, May 18, 2026**

Proposals shall be submitted via email with subject line:

**RFP for Counsel re: LAWA Labor & Employment Advice and Litigation**

Electronic copy shall be emailed to:

[anne.haley@lacity.org](mailto:anne.haley@lacity.org) and [cityattorneyrfps@lawa.org](mailto:cityattorneyrfps@lawa.org)

## **ALL PROPOSERS MUST REGISTER AT RAMPLA.ORG PRIOR TO SUBMITTING A RESPONSE.**

All forms referred to in and required in response to this RFP are attached as a separate document posted with the RFP at [RAMPLA.org](http://RAMPLA.org) entitled "Administrative Requirement Forms." Procedural questions regarding this RFP shall be directed to Anne Haley at [anne.haley@lacity.org](mailto:anne.haley@lacity.org)

### **1. Scope of Work**

Assist the City Attorney in providing ongoing legal advice to and legal representation in litigation of LAWA as Labor & Employment Counsel, including but not limited to appellate work, such as writs of administrative mandate and appeals to the California Courts of Appeal; as well as requiring complex areas of subject matter expertise that may arise on a broad range of issues that require legal advice involving, such as wage and hour, Labor Relations, workplace investigations, Peace Officer Bill of Rights and law enforcement related legislative reforms, federal Transportation Security Administration regulations and compliance, security best practices from a commercial aviation context, and federal grants for critical security infrastructure.

### **2. Evaluation Criteria**

The retention by LAWA of any firm submitting a proposal shall be based upon, but not limited to, the following general criteria:

- a) Ability to provide advice and representation on the areas discussed above under Scope of Work; and
- b) Experience and ability representing clients in all phases of dispute resolution and litigation before state and federal courts and administrative agencies.

The proposals will be evaluated by appropriate City Attorney staff. Therefore, City Attorney staff may schedule interviews with selected firms. Interviews are typically conducted in person at our offices, but may be conducted virtually, if necessary. Any recommendations for the award of this contract may be made based on the lowest ultimate cost to the City and adherence to LAWA policies. City and LAWA reserve the right to reject any or all proposals.

### **3. Content of Response**

3.1 - Cover Letter

Each response must be accompanied by a cover letter that contains a general statement of the purpose for submission and includes the following information:

- 3.1.1. Name, address, telephone number, and legal business status (individual, partnership, corporation, etc.) of the proposer.
- 3.1.2. Name, title, address and telephone number of the person or persons authorized to represent the proposer in order to enter into negotiations with the City with respect to the RFP and any subsequent awarded contract. The cover letter shall also indicate any limitation of authority for any person named.
- 3.1.3. A representative or officer of the proposer must sign the cover letter. That representative shall have been authorized to bind the firm to all provisions of the RFP, any subsequent changes and to the contract if an award is made.
- 3.1.4. If the respondent is a partnership, the response must be signed in the name of the partnership by a general partner. If the respondent is a corporation, the response must be signed on behalf of the corporation by two authorized officers (a Chairman of the Board, President or Vice-President, and a secretary, treasurer or chief financial officer) or an officer authorized by the Board of Directors to execute such documents on behalf of the corporation.

All of the above can be in ink or electronic signatures.

### 3.2 – Qualifications of Respondent

All respondents shall have sufficient qualified attorneys, paralegals, and other personnel resources to provide the legal services required, as articulated above in Section 1. Please include a statement which details the number of, and relevant expertise of, attorneys for the work required under this RFP.

A detailed list of your proposed hourly billing rates should be included in the RFP response as well. Proposal(s) should include detailed lists of proposed legal teams (attorneys and paralegals), their titles, and hourly billable rates.

### 3.3 – Conflicts of Interest

Provide information on whether your firm represents any interests which may constitute a conflict of interest in the representation of the City of Los Angeles.

Outside Counsel understands and agrees that it shall not apply for, accept or enter into any contract with any City department or office for any non-outside counsel legal services for the duration of this or any other outside counsel contract with the City, unless Outside Counsel first obtains the written approval of the Chief Deputy of the Office of the City Attorney. This is in addition to the approval by the City awarding authority of the non-outside counsel legal services contract.

Outside Counsel understands and agrees that Outside Counsel may not pay or receive, or agree to pay or receive, any referral fees, remuneration, reciprocal referral or anything else of value as a result of or related to the matters on which Outside Counsel is engaged by the City, other than the fees and costs paid by the City for Outside Counsel's services in these matters. Outside Counsel understands and agrees that no City employee may solicit, agree to accept or receive any referral fees, remuneration or other item of value related to any services rendered to the City, any claim or other matter brought or filed against the City or any settlement, resolution, verdict, or other disposition by or against City. Outside Counsel immediately shall report any such solicitation, agreement or receipt to the City Attorney and to the City Ethics Commission.

### 3.4 – Mandatory City Requirements

Please access detailed information regarding City contracting requirements and forms which must be completed by you at [RAMPLA.org](http://RAMPLA.org) Forms particular to LAWA and required in response to this RFP are in the attachment entitled “Administrative Requirement Forms.”

## 4. **General City Reservations**

- A. City reserves the right to verify the information in the Response.
- B. If a firm knowingly and willfully submits false performance or other data, the City reserves the right to reject that Response. If a contract was awarded as a result of false statements or other data submitted in response to this RFP, the City reserves the right to terminate that contract.
- C. Submission of a response to this RFP shall constitute acknowledgment and acceptance of the terms and conditions set forth herein. Responses and the offers contained therein shall

remain valid for a period of one hundred and twenty (120) days from the date set for receipt of responses. Firms awarded a contract pursuant to this RFP will be required to enter into a written contract with the City approved as to form by the City Attorney. This RFP and Response, or any parts thereof, may be incorporated into and made a part of the final contract. The City reserves the right to further negotiate the terms and conditions of the contract. The final contract offer of the City may contain additional terms or terms different from those set forth herein.

- D. Late Responses will not be considered. The City, in its sole discretion, reserves the right to determine the timeliness of all Responses submitted.
- E. The City reserves the right to waive any informality in the process when to do so is in the best interest of the City.
- F. The City reserves the right to withdraw this RFP at any time without prior notice and the right to reject any and all Responses. The City makes no representation that any contract will be awarded to any firm responding to this RFP. The City reserves the right to extend the deadline for submission. Firms will have the right to revise their Response in the event the deadline is extended. Each proposer must send an E-mail address to [anne.haley@lacity.org](mailto:anne.haley@lacity.org) as soon as possible, so that the City Attorney may contact proposer if necessary to amend this RFP or for any other reason. Failure to provide such an E-mail address will preclude City Attorney's ability to contact you, but will not excuse you from being required to comply with any amendments. The City would not, in that case, be liable for your failure to receive such notice and any resultant non-responsiveness or noncompliance on your part. If you do not have an E-mail address, please provide a postal address for this purpose.
- G. A proposer may withdraw its Response prior to the specified due date and time. A written request to withdraw, signed by an authorized representative of the proposer, must be submitted to the City Attorney at the address specified herein for submittal of proposal. After withdrawing a previously submitted proposal, the proposer may submit another proposal at any time up to the specified submission deadline.
- H. All costs of Response preparation shall be borne by the firm. The City shall not, in any event, be liable for any pre-contractual expenses incurred by the firm in the preparation and/or submission of the Response.

- I. Unnecessarily elaborate or lengthy Responses or other presentations beyond those needed to give sufficient and clear response to all of the RFP requirements are not desired.
- J. The Response must set forth accurate and complete information as required in this RFP. Unclear, incomplete, and/or inaccurate documentation may not be considered for contract award.
- K. Responses shall be reviewed and rated by the City as submitted. Firms may make no changes or additions after the deadline for receipt.
- L. A firm will not be recommended for a contract award, regardless of the merits of the Response submitted, if it has a history of contract noncompliance with the City or other funding source or poor past or current performance with the City or other funding source.
- M. The City reserves the right to retain all Responses submitted and the Responses shall become the property of the City. Any department or agency of the City has the right to use any of the ideas presented in the Responses submitted in response to this RFP. All Responses received by the City will be considered public records subject to disclosure under the Public Records Act. (California Government Code Section 7920 et seq.) Applicants must identify any material they claim is exempt from disclosure under the Public Records Act. In the event such exemption is claimed, the applicant will be required to state in the Response that he or she will defend any action brought against the City for its refusal to disclose such material to any party making a request thereof. Failure to include such a statement shall constitute a waiver of proposer's right to exemption from disclosure.
- N. Upon completion of all work under this contract, ownership and title of all reports, documents, plans, drawings, specifications, and estimates produced as part of this contract will automatically be vested in the City of Los Angeles, and no further agreement will be necessary to transfer ownership to LAWA. Copies made for the contractor's records shall not be furnished to others without written authorization from the LAWA.
- O. Any contract awarded pursuant to this RFP is subject to the Contractor Evaluation Ordinance, Los Angeles Administrative Code Section 10.39, which requires awarding authorities to evaluate contractor's performance and retain such evaluative information in a data bank for future reference.

- P. The contract awarded from this RFP is expected to begin in July/August 2026 and last up to three years.
- Q. The City may award a contract on the basis of proposals submitted, without discussions, or may negotiate further with those proposers within a competitive range. Proposals should be submitted on the most favorable terms the proposer can provide.

**5. Clarification**

If additional information is needed to interpret this RFP, written questions shall be submitted to Deputy City Attorney Mily Huntley at [mhuntley@lawa.org](mailto:mhuntley@lawa.org).

**6. Signatures and Declarations**

Each proposal must be signed on behalf of the proposer by an officer authorized to bind the proposer, and must include the following declaration:

“This proposal is genuine, and not a sham or collusive, nor made in the interest or on behalf of any person not herein named; the proposer has not directly or indirectly induced or solicited any other proposer to put in a sham bid, or any other person, firm or corporation to refrain from submitting a proposal, and the proposer has not in any manner sought by collusion to secure for themselves an advantage over any other proposer.

**7. Bidder Contributions – City Charter Section 470(c)(12)**

Persons who submit a response to this solicitation (bidders) are subject to Charter section 470(c)(12) and related ordinances. As a result, bidders may not make campaign contributions to and or engage in fundraising for certain elected City officials or candidates for elected City office from the time they submit the response until either the contract is approved or, for successful bidders, 12 months after the contract is signed. The bidder's principals and subcontractors performing \$100,000 or more in work on the contract, as well as the principals of those subcontractors, are also subject to the same limitations on campaign contributions and fundraising.

***Bidders must submit CEC Form 50 and CEC Form 55*** (available at [RAMPLA.org](http://RAMPLA.org)) to the awarding authority at the same time the response is submitted. Form 55 requires bidders to identify their principals, their subcontractors performing \$100,000 or more in work on the contract, and the principals of those subcontractors. Bidders must also notify their principals and subcontractors in writing of the restrictions and include the notice in contracts with subcontractors. *Responses submitted without*

*completed CEC Forms 50 and 55 shall be deemed nonresponsive.*  
Bidders who fail to comply with City law may be subject to penalties, termination of contract, and debarment. Additional information regarding these restrictions and requirements may be obtained from the City Ethics Commission at (213) 978-1960 or [ethics.lacity.org](http://ethics.lacity.org).