



TUBAC FIRE DISTRICT

2227 EAST FRONTAGE ROAD

P.O. BOX 2881

TUBAC, ARIZONA 85646

TELEPHONE: (520) 398-2255

April 2023

Legal Services

Request for Proposals

The Tubac Fire District (TFD) is seeking proposals for legal services. We are a 160-square mile special tax district organized under Arizona Revised Statutes Title 48. Our fiscal year 2022-2023 budget is approximately 4 million dollars. In addition to revenue generated through taxes, we hold a certificate of necessity for ambulance services and are a "cooperator" with the Arizona Department of Forestry and Fire Management. Governed by a five-member volunteer Fire District Board, we have 27 full-time employees, 1 part-time employee and approximately 10 reserve firefighters.

Scope of desired services includes:

- Legal counsel for the Fire District Board
- Legal counsel for the Fire District

The above may include but not limited to evaluation of contracts, review and recommended actions on subpoenas, guidance regarding entering into and/or terminating agreements (including employment), review of public records requests, bond counsel matters, open meeting law and public notice requirements and compliance and other matters for which legal counsel may be required.

Proposals should be submitted via email and include the following:

- Firm specialties and brief history
- Bio of principal(s) who would be supplying services to TFD
- List of other public safety agencies clients/associations/work
- Anticipated hourly rate
- Term of agreement (if any)
- Any additional information deemed helpful to TFD in evaluating the proposal

Address all proposals to:

Ben Guerrero

Fire Chief

bguerrero@tubacfire.org

DEADLINE FOR SUBMISSION: COB April 30, 2023