

Request for Proposal
City Attorney Services
City of Albion

Proposal Information

The City of Albion is requesting proposals from attorneys and/or law firms to be designated as the City Attorney to provide legal services to the City of Albion. The position of City Attorney is an administrative officer of the City and is appointed by and serves at the pleasure of the City Council.

RFP Submission

Sealed proposals will be received by the City Clerk on or before Thursday, July 8, 2004 at 2:00 p.m. Envelope should be clearly marked "City Attorney Proposal" so that no error in opening will occur. Proposals will be publicly opened at this time and evaluated by the City Council at a later time.

All correspondence regarding this RFP should be addressed to:

Albion City Clerk
112 W. Cass Street
Albion, MI 49224
(517) 629-5535

Scope of Services

I. Duties

In accordance with the Albion City Charter, the City Attorney shall perform the following duties:

- a. Act as legal advisor to the Council, Manager, Clerk/Treasurer/Finance Director, Assessor, other department heads and other City Boards or committees.
- b. Prepare and file written legal opinions with the City Clerk when requested by the Manager, Clerk, Treasurer or Assessor.
- c. Prosecute all ordinance violations and represent the City in cases before the State and Federal courts and other tribunals, including the Tax Commission. These matters include code violation enforcement actions, income prosecution and all civil suits filed by or against the City.
- d. Prepare or review all ordinances, regulations, contracts, bonds and other instruments as may be required by the City Charter or the Council, and provide a legal opinion thereof.

- e. Review police reports, issue praecipes, prepare complaints and warrants, prosecute violations and pursue victims' rights remedies, including collection of restitution.
- f. Attend all meetings of the City Council (two regular meetings per month plus special meetings, study sessions, council retreats, etc.).
- g. Advise the Council relative to hiring outside attorneys.
- h. Serve as member of the Election Commission, which entails working election night and accompanying the City Clerk to the County Clerk's Office and comparing the number of voters in each ward after each census.
- i. Confer in office and over the phone with citizens, witnesses, or other parties to proceedings involving the City.
- j. Perform such other duties as may be prescribed by Charter or Council.

II. Estimated Workload and Support Services

- a. The City does not guarantee a set workload or billable hours. However, to provide assistance in the development of a proposal, the following estimate of hours spent by the City's current Counsel is provided:

	<u>2000</u>	<u>2001</u>	<u>2002</u>	<u>2003</u>
Criminal Prosecution	284	287	330	360
General Counsel	466	460	492	482

- b. The City Attorney shall provide all the administrative services and support necessary to manage the workload in order to complete all assignments. This includes office facilities, support staff and supplies and equipment. Currently the completion of the assignments requires the full-time services of one legal assistant.
- c. For work product and services outside of the retainer services, the City Attorney shall provide time records and detailed costs for supplies and other service items that are billed to the City.
- d. Payment for non-retainer services rendered shall be on a monthly basis according to the itemized monthly statements provided by the City Attorney.

RFP Information

NOTE: City Council has directed that the firm handling the City Attorney duties must maintain a fully staffed local office in the City of Albion.

- I. Provide background information on your firm to include at least the following:
 - a. Office location(s)
 - b. Explain why your firm is qualified to handle the legal services for the City of Albion and why you are interested in this work.

- c. Identify the key contact person for the firm for this proposal.
- II. Provide information on your firm's specific municipal experience that demonstrates your firm's ability to handle this assignment.
- III. Describe how your firm will handle the day-to-day activities (i.e. police work and staff contact) of this assignment. If your firm does not currently have an office in the City of Albion, explain your plans to establish a local office if your firm is awarded the City Attorney duties.
- IV. Provide a list of recent and/or current municipal clients, including a contact person with address and telephone number.
- V. Provide a brief resume of qualifications for each person to be assigned to provide services to the City under this proposal.
- VI. Provide a statement that the firm will maintain comprehensive liability and workers' compensation insurance on all staff assigned to work for the City.
- VII. The RFP submitted shall become part of the City's bid records and will be available for public review.
- VIII. The City of Albion will not be liable for any costs incurred by any firm in responding to this RFP.
- IX. Provide any other information you consider to be of value in evaluating your firm's qualifications.
- X. Provide a simple, but straight-forward, presentation. Color displays and promotional materials are not necessary. Emphasis should be on completeness, clarity and content.
- XI. Cost Proposal
 - A. Option I
 - 1. A lump sum annual (paid monthly) payment amount as a retainer to perform all Charter duties indicated as items a – h under Scope of Services.
 - 2. Hourly rate(s) to be charged to perform legal services not specifically prescribed by Charter, but authorized by the City Council. (Indicate hourly rates for staff to be assigned).
 - 3. Indicate the anticipated cost reimbursement expenses associated with 1 and 2.

B. Option II

1. A lump sum monthly amount to cover the following services:
 - a) Attendance at all council meetings, including special meetings, study sessions and retreat.
 - b) Review of Council meeting minutes.
 - c) Costs of postage, supplies, materials, equipment and incidental items.
 - d) Consultation and telephone calls with Council and staff less than fifteen (15) minutes in duration with no follow-up research needed.
 - e) All out of pocket expenses for services in the immediate area of Albion (i.e. mileage, meals, etc.)
2. Hourly rate(s) for all other legal services not covered in 1. above. (Indicate hourly rates for staff to be assigned.)

C. Option III

Firms may submit alternate cost proposals for consideration by City Council. However, each firm is encouraged to also submit a proposal for either Option I or II.

Evaluation and Selection

- I. Firms who submit proposals may be requested to make an oral presentation to the City Council.
- II. The Mayor and City Council will evaluate each proposal in regards to the ability of the firm to provide the City of Albion with quality legal services in a cost effective, efficient and timely manner and in accordance with Code of Ordinances Sec. 2-386.
- III. The contract for legal services will be an at will contract that can be terminated by either party with ninety (90) day written notification.
- IV. A contract awarded for attorney services as a result of this RFP will take effect on January 1, 2005.
- V. The City of Albion reserves the right to reject any or all proposals and to waive any irregularities in a proposal and to award a contract that, in the Mayor and City Council's judgment, is in the best interests of the City without regard to cost.