Request for Proposal Legal Services

Information:

- **A.** The City of Stacy is requesting proposals with Statements of Qualifications from law firms experienced in representing cities to be designated as City Attorney. The City Attorney is appointed by the City Council.
- **B.** Proposals must be received by the City Clerk by 5:00p.m. on January 5, 2017. Interested firms should submit six (6) copies of their proposal.
- **C.** Proposals should be mailed to: City of Stacy, 30955 Forest Boulevard, and Stacy MN 55079.
- **D.** Questions concerning this RFP should be directed to the City Clerk, Sharon Payne, cityclerk@stacymn.org, or 651-462-4486.
- **E.** The City has the right to reject any and all proposals received in response to this RFP.
- **F.** It is expected that a decision selecting the successful firm will be made within 6 weeks of the closing date for the receipt of proposals.

Description of Stacy:

Stacy is located approximately 40 miles north of Minneapolis/St. Paul, we have a population of about 1,500. The City is run by a five member City Council who meet on the second Tuesday of each month and additionally as needed.

The city employs about 25 employees, 7 of which are full-time. We own and operate a municipal bar as well as a municipal liquor store. We supply water and sewer services to most of the residents. We have an Economic Development Authority and an active Planning Commission.

Scope of Services:

The offeror shall be readily available to perform the following legal services, as requested by the City Clerk and or City Council:

- **A.** The City Attorney will act as legal advisor to the City Council.
- **B.** Review, draft, and negotiate contracts and leases.
- **C.** Advise on individual labor and employment matters.
- **D.** Attend City Council meetings.
- **E.** Advise on responses to subpoenas, court orders, and requests for information from third parties.
- **F.** Litigate matters for the city that are not handled by the League of Minnesota Cities Insurance.
- **G.** Prepare legal documents for the city, as needed.

H. Work with staff in the development of properties in the city.
I. This list is intended to be informational in nature and is not exhaustive.

Workload and Support Services:

A. The City does not guarantee a set workload or billable hours.
B. The City Attorney shall provide all the administrative services and support necessary to manage the workload in order to complete all assignments.
C. The City Attorney shall provide a detailed invoice for services.

RFP Information Requirement:

A. Provide background information on your firm to include the following:
    1. Office Location
    2. Explain why your firm is qualified to handle legal services for the City.
    3. Identify the key contact person for the firm for this proposal.
B. Provide information on your firm's specific city experience that demonstrates your firm's ability to handle this assignment.
C. Provide a brief resume of qualifications of each person to be assigned to provide services to the City.
D. Provide a statement that the firm will maintain comprehensive liability, professional liability and workers' compensation insurance on all staff assigned to work for the City.
E. The City will not be responsible for any costs incurred by the firm in responding to this RFP.
F. Provide a list of three references, including name, address, and phone; preferably clients similar to the City of Stacy.
G. Provide any further information you consider to be of value in evaluating your firm's qualifications.

Cost Proposal:

A. Please list the hourly rate(s) to be charged for legal services.
B. Indicate cost reimbursement expenses (e.g. mileage, copies, research fees, etc.)

Proposal Evaluation:

The City Council will review the proposals utilizing the following criteria:

A. Level of firm's experience in municipal government.
B. Experience in working with clients similar to Stacy.
C. Response from references.
D. Cost.
E. Interviews.