

Request for Proposals

City Attorney Services

October 2022



City of Three Rivers
333 W. Michigan Ave.
Three Rivers, MI 49093
269-273-1075

PROPOSAL INFORMATION

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

RFP Submission

Sealed proposals will be received by the City Clerk on or before November 9, 2022 at 11 a.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 Commission at a later time.

All correspondence regarding this RFP should be addressed to:

Three Rivers City Clerk
333 West Michigan Avenue
Three Rivers, MI 49093
(269) 273-1075 x106

Scope of Services

I. Duties

In accordance with the Three Rivers City Charter, Section 7.6, the City Attorney shall perform the following duties:

- a. Act as legal advisor to the Commission, 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 Commission and provide a legal opinion thereof.
- e. Review police reports, prepare complaints and warrants, prosecute violations and pursue victims' rights remedies, including collection of restitution.
- f. Attend all meetings of the City Commission (two regular meetings per month plus special meetings, study sessions, Commission retreats, etc.).
- g. Advise the Commission relative to hiring outside attorneys.

- h. Serve as member of the Election Commission consisting of City Clerk, the Treasurer and City Attorney. The board shall have charge of all activities and duties required by law relating to conduct of elections in the City.
 - 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 Commission.
- 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 for the prior fiscal year is provided in Attachment A.
 - 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.
 - 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 Commission prefers that the firm handling the City Attorney duties maintains a staffed local office in the City of Three Rivers.

- 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 Three Rivers and why you are interested in this work.
 - c. Identify key contact person 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 Three Rivers, 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 Three Rivers 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 firms' 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 Commission. (Indicate hourly rates for staff to be assigned).
 - 3. Indicate the anticipated cost reimbursement expenses associated with 1 and 2.
 - B. Option II
 - 1. Lump sum monthly amount to cover the following services:
 - a) Attendance at all Commission meetings, including special meetings, study sessions and retreat.
 - b) Review of Commission meeting minutes.
 - c) Costs of postage, supplies, materials, equipment, and incidental items.
 - d) Consultation and telephone calls with Commission 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

Three Rivers (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 Commission. 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 Commission.
- II. The Mayor and City Commission will evaluate each proposal in regard to the ability of the firm to provide the City of Three Rivers with quality legal services in a cost effective, efficient and timely manner.
- III. The City Attorney shall be appointed for indefinite terms by the City Commission and shall hold office during the pleasure of the Commission. The contract for legal services will be an at will contract that can be terminated by either party with one hundred-eighty (180) day written notification.
- IV. Anticipated award is at the **November 15, 2022**, Commission meeting. A contract awarded for attorney services as a result of this RFP will take effect on **January 1, 2023**.
- V. The City of Three Rivers 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 Commission's judgment, is in the best interests of the City without regard to cost.

PROPOSAL FORM

Option 1

Annual Payment For retainer (paid monthly)	Service	Hourly Rate	Expense Reimbursement
\$	General Legal	\$	
	Code Violation and Prosecution	\$	

Option 2

Lump Sum (Paid Monthly)	Service	Hourly Rate	Expense Reimbursement
\$	General Legal	\$	
	Code Violation and Prosecution	\$	

Option 3

Alternate Cost	Service	Hourly Rate	Expense Reimbursement
\$	General Legal	\$	
\$	Code Violation and Prosecution	\$	

Attachment A

Month	General Legal Services Hours	Code Violation and Prosecution Hours
July 2022	35	9.25
August 2022	43	6.75
September 2022	41	10
October 2022	48	7
November 2022	27	11
December 2022	34	8
January 2022	37	4
February 2022	34.5	8
March 2022	45	8
April 2022	60	21
May 2022	54	27
June 2022	38	8