

CITY OF ADA, MN

**REQUEST FOR PROPOSALS
CITY ATTORNEY SERVICES
Effective 1-1-2015**

I. Statement of Purpose

The City of Ada is inviting proposals for the purpose of selecting a legal firm(s) to provide City Attorney services starting on January 1, 2015.

II. General Information Regarding the City

The City of Ada is a bedroom community of 1,700 people located 50 miles northeast of Moorhead. Ada has a Mayor and 7-member Council. Commissions and Boards include: Planning/Zoning Commission, Flood Committee, Ada Economic Development Authority, Public Safety Committee, Dekko Committee, and Public Works Board.

III. Scope of Services, General Duties and Bid Parameters

The following is a summary of the minimum duties required by the attorney, divided into two areas of law. The outline is not intended to represent the entire scope of the work, but rather a substantial list of the tasks required by the City for projects. Specific bids are requested for each area set forth below. Note that the RFP may simply provide a bid for the criminal law work and not the civil law work or vice versa. However, if a bid is provided in either area, the City requests a response for each specific bid request.

A. Criminal Law. The City attorney prosecutes petty misdemeanors, misdemeanors, gross misdemeanor DWIs and gross misdemeanor traffic violations for the City of Ada. This requires meeting with officers, answering questions, drafting Complaints, facilitating settlement offers, communicating with defense attorneys, attending Court (currently held Wednesday mornings) and trying cases as needed.

Bid for Monthly Retainer Services _____

Bid for travel time on behalf of the City: Hourly _____

Bid for mileage (per mile): _____

Bid for general office costs (e.g. copying, faxing, etc.): Charges _____

B. Civil Law. The City Attorney assists the City of Ada in a number of areas of municipal law. This includes reviewing the Council packet and preparing responses or information for questions/discussion on agenda items, attending City Council Meetings as requested and completing work as directed by the Council. In addition, it may be necessary for the City Attorney to attend other meetings upon request.

Common areas of work for the City Attorney include drafting or reviewing proposed Ordinances and Resolutions, reviewing contracts, contract negotiations, answering Council questions, assisting the City in litigation as needed.

Bid for Monthly Retainer Services to include Reviewing Council packet, preparing answers to questions posed by the Council and attending monthly Council meetings.

Monthly Retainer: _____

Bid to attend other meetings as requested: Hourly _____

Bid for travel time on behalf of the City: Hourly _____

Bid for mileage: Rate per mile _____

Bid for general office costs (e.g. copying, faxing, etc.): Charges _____

IV. B. Proposal Form and Content

A. General Requirements

The total length of the proposal shall not exceed five (5) pages, including all supporting documents and attachments. **Please Note:** If the proposal exceeds five (5) pages, the sixth (6th) page and those thereafter shall be removed prior to distribution.

B. Proposal

Proposal should include responses to each of the following items.

1. Scope of Services & General Duties Bid Items - As listed above in Item III. and please include any other charges anticipated.
2. Experience
Document the specific Municipal Law experience of the firm. Provide a complete listing of the Minnesota Cities you have worked for, length of service for each City, and the type(s) of work performed. **Please Note:** Experience must be related to projects occurring within the past ten years.
3. Availability
The firms are required to include a statement as to their availability for the regular scheduled Council meetings and the availability to attend meetings as needed and scheduled in advance. (Typically meet 1st Tuesday after the 1st Monday of each month at 6:00 p.m.)
4. Resumes

Identify the person(s) with key responsibilities who will be assigned to work for the City of Ada. If more than one person is to be assigned, identify the person who will have senior-level responsibility or manage the engagement, and the approximate time commitment (as a percent) of total time on the engagement of each person.

5. Time and Budget Constraints

Demonstrate the ability of the firm to perform the project in a timely and cost effective manner.

6. References

List of references relating to projects completed for Governmental Units. Include names, addresses and phone number of contact persons.

V. Terms and Conditions

1. The City reserves the right to reject any or all proposals or to negotiate a contract that is in the best interest of the City at the absolute and sole discretion of the City Council.
2. The firm must submit three (3) copies of each of its proposals to the City Clerk Treasurer not later than **November 5, 2014**. Firms may send an original with two photocopied copies. Direct all questions to Kristi Henderson, Interim Clerk Treasurer. The address, telephone number and fax number is:

**City of Ada
15 East 4th Avenue
PO Box 32
Ada, MN 56510**

**(218)784-5522
(218)784-2711 fax**

All proposals must be signed by a duly authorized individual. All proposals shall become the property of the City and the City may, at its option, request oral presentation prior to selection. No public bid opening will be held.

VI. Selection Process

A. Interviews

The City may determine that it is necessary to meet with the firms to discuss aspects of the proposal.

B. Evaluation of Proposals

The City Council shall evaluate the proposals. The Council shall evaluate the proposals based on the following criteria:

1. Both the fees that shall be charged and the total cost of the attorney services.
The City of Ada is interested in selecting that firm which professionally provides the City with optimal services, yet also meets the City's concern with cost.

2. Demonstrated understanding of the requirements of the City and the concerns of staff.
 3. Municipal law experience.
 4. Availability of staff assigned to serve the City.
 5. Testimony provided by past clients of the firm, i.e. checking of references.
 6. Qualifications and expertise of the key personnel to be assigned and their proven ability to work together as a team on similar projects.
 7. Resources of the firm to meet Ada's needs in a satisfactory manner.
 8. Factors to be considered including size of the firm, proximity of attorney to the City of Ada, current workload, ability and willingness to assist the City.
 9. Clarity, conciseness and organization of the proposal.
- C. Addendums to this RFP will be numbered sequentially with the date (e.g.10-1-09 #1).