



**CITY OF SCOTTVILLE
REQUEST FOR PROPOSAL
CITY ATTORNEY / LEGAL SERVICES**

Introduction

The City of Scottville seeks qualified attorneys or firms to serve as City Attorney, FOIA Coordinator, and provide other legal services. The City invites interested Attorneys and/or firms with a minimum of three years of municipal law experience, representing municipal or other governmental entities in the State of Michigan, to submit a written proposal to provide City Attorney services.

The City Attorney/FOIA Coordinator will be expected to provide a wide range of legal services to the City. The City Attorney is appointed by and accountable to the City Commission as prescribed by Section 5.14 of the Charter, but works closely with the City Manager. The contract offered will be for a period of three (3) years, with an option for additional 1-year renewal.

Scope of Work

1. Provides legal advice, counsel, services, training, consultation, and opinions to the City Commission on a wide variety of civil assignments, including but not limited to land use planning, laws against discrimination, construction of public works, purchasing and procurement, leasing, purchase and sale of property, employment legal matters, public disclosure issues, FOIA requests and tort law. The City Attorney's advice includes methods to avoid civil litigation.
2. Furnishes legal representation at all City Commission business meetings, and at other meetings when requested.
3. Appears before courts and administrative agencies to represent the City's interests.
4. Prepare or review all ordinances, contracts, bonds and other written instruments which are submitted to him by the Commission and shall promptly give his opinion as to the legality thereof,
5. Prosecute ordinance violations, and conduct for the City such cases in court and before other legally constituted tribunals as the Commission may request. Attorney shall file with the Clerk copies of such records and files relating thereto as the Commission may direct.
6. Works cooperatively with special legal counsel retained by the City for special projects.
7. Coordinates with other special counsel, as needed, to assure proper management of legal issues, and proper coordination and transition of legal issues among special counsel.

8. Assists City officials and employees to maintain awareness of ethical standards and appearance of fairness standards, and to avoid potential conflicts of interest, prohibited transactions and the appearance of prohibited transactions.
9. Assists officials and employees to understand the legal roles and duties of their respective offices and interrelationships with others. Additionally, the City Attorney shall call to attention of the Commission all matters of law, and changes or developments therein, affecting the City.
10. Provides the Mayor and City Commission with guidance as to Robert's Rules of Order and related procedural matters relating to Commission meetings.
11. Prepares legal opinions at the request of the City Commission or the City Manager.
12. Provides the City Manager, Mayor and City Commission, and administration a legal perspective and advice on various governmental issues.
13. Performs other legal services and tasks as assigned by the City Commission.

Specifications

1. The appointed City Attorney/FOIA Coordinator attends all City Commission meetings. These are scheduled for the Second and Fourth Monday of every month, from 6:30 p.m. until close, with most meetings lasting approximately one hour. The City Attorney attends all Commission meetings, so that there remains continuity in representation.
2. Timeliness of response and accessibility to the City Attorney is an important aspect of the service. Accessibility and responsiveness for the proposed designated City Attorney is of greatest importance, although these elements will also be considered in relation to assistant attorney(s) as well. Accessibility includes the ability to be generally available to be reached promptly by telephone, respond to e-mails within one business day, and attend meetings in person on short notice.
3. Service response is also of high importance. When the City Manager or Commission requests draft ordinances or opinions, the City Attorney should provide some estimated time of completion and keep the requesting party apprised of any delays or special considerations.
4. The City does not offer space for offices in a City location.

Statement of Qualifications

Attorneys or firms wishing to submit proposals should meet the following minimum requirements and provide a statement indicating how they meet these requirements:

- Possess a Juris Doctorate and have graduated from a law school accredited by the American Bar Association
- Be a member in good standing of the State Bar of Michigan
- Experience working with municipal clients

Proposal

Proposals should provide a straightforward and concise summation of qualifications, adequate to satisfy the requirements of the RFP. Emphasis should be on completeness and clarity of content. The City Commission requires that all proposals contain the following elements:

- Summaries of Experience and Qualifications
- Summary of Method of Performance
- Identification of Conflict of Interest
- Proposed Compensation, including any proposed retainer and the billing rate of the lead City Attorney and all other counsel/staff expected to perform work under the contract.

Submission

Nine copies of the proposal are due to the City Manager no later than 4:00pm on October 10th , 2022. Documents can be mailed or hand-delivered to:

Jimmy Newkirk, City Manager
City of Scottville
105 N Main Street
Scottville, MI 49455

Submissions should be contained in a sealed package or envelope. The exterior of the package or envelope should clearly be labeled "City Attorney RFP".

Inquires

Questions regarding the RFP should be directed to Jimmy Newkirk, City Manager, at citymanager@cityofscottville.org or by calling 231.757.4729.