



**City of Gibraltar**

**REQUEST FOR PROPOSALS- Legal Services**

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## **Part I - Information Provided by the Requester**

### A. Introduction

The City of Gibraltar is seeking to contract for legal services beginning on or before March 2019. Interested parties are requested to provide proposal information regarding their experience, qualifications, and fees.

### B. Law Firm Qualifications

The purpose of the Request for Proposal (RFP) is to assess the overall expertise and efficiency of legal services available to the City of Gibraltar. To this end, expertise, experience, qualifications of staff, quality of legal services, cost and commitment to the City will be the criteria for evaluation of proposals submitted. Minimum qualifications include the following:

- I. Each attorney in the proposed team must possess a Juris Doctorate degree and have graduated from a law school accredited by the American Bar Association.
- II. Each attorney in the proposed team must be a member in good standing of the Michigan State Bar Association
- III. The proposed designated City attorney must have a minimum of five years of experience in the field of municipal law with particular experience in prosecutions.

### C. Background Information about the City of Gibraltar.

The City of Gibraltar is a full-service community with approximately 4,656 residents, 2,200 households, and is 3.9 square miles in size. The City has 18 full time employees and approximately 30 part-time employees. Gibraltar provides a 24/7/365 Public Safety Department including both police, fire and EMT service (Fire/EMT uses volunteer labor). Full time employees are represented by Teamsters and Police Officers Labor Council Unions. Gibraltar's annual general fund budget is \$3.4 million. Budgets in it's enterprise fund (water and sewer) and DDA add an additional \$2.5 million in annual dollars. The City of Gibraltar has a Council/Manager form of government. The City of Gibraltar currently contracts with a full-service legal firm for all legal assistance with the exception of those services provided by the City's liability insurance carrier- MML. The City of Gibraltar has maintained a long-term relationship with it's existing service provider and solicitation of proposals is only necessitated by the retirement and closure of the firm currently providing services.

D. Scope of Work

- I. Provides legal advice, counsel, services, training, consultation , and opinions to the Mayor, City Council, Boards and Commissions, and all levels of the City government, on a wide variety of civil assignments, including but not limited to land use planning, laws against discrimination, construction of public works, condemnation, purchasing and procurement, leasing, purchase and sale of property, employment legal matters, public disclosure issues, and tort law. The City Attorney's advice includes methods to avoid civil litigation.
- II. Furnishes legal representation at all City Council meetings, and at other meetings when requested. Regular business meetings are generally the second and fourth Monday of the month from 6:30 p.m. until close. The City Attorney attends all Council meetings, so that there remains continuity in representation.
- III. Appears before courts and administrative agencies to represent the City's interests. Prosecutes ordinance violations, including traffic and appearance citations.
- IV. Prepares and reviews ordinances and resolutions, contracts and other documents for legal correctness and acceptability.
- V. Works cooperatively with special legal counsel retained by the City for special projects.
- VI. 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.
- VII. 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.
- VIII. Assists officials and employees to understand the legal roles and duties of their respective offices and interrelationships with others.
- IX. Provides the Mayor and Council with guidance as to Robert's Rules of Orders and related procedural matters relating to Council meetings.
- X. Prepares legal opinions at the request of the City, Mayor or the council.
- XI. Provides the Mayor, Council, and Administration a legal perspective and advise on various governmental issues.
- XII. Performs other legal services and tasks as assigned by the Mayor and City Council.

E. Proposal Evaluation Criteria

The following criteria will be used to evaluate proposals. The sequence is not intended to indicate the order of importance or to be comprehensive.

1. Degree of expertise and experience in all areas of municipal law as stated in

Part I paragraph D and Part II paragraph B of this document.

2. Degree of expertise and experience with prosecutions (the City of Gibraltar is a member of the 33<sup>rd</sup> District Court system).
3. Reputation and ability to provide a broad range of legal services promptly and efficiently.
4. Commitment of time and resources to clients and communities you serve.
5. Cost.
6. References.
7. Accessibility of legal staff to the City of Gibraltar especially during emergencies or regarding time sensitive matters.

F. City of Gibraltar Contacts

Any questions regarding the RFP should be directed to:

Derek M. Thiel, M.P.A.  
Administrator  
City of Gibraltar  
734-676-3900  
[dthiel@cityofgibraltar.net](mailto:dthiel@cityofgibraltar.net)

**Part II - Information Required from Proposer**

A. Proposer's Name and Address

Provide name of firm submitting proposal, office address, and where organized. Indicate whether the firm is a local, regional, or statewide firm. Indicate whether or not an office is in Wayne County.

B. Summary of Firm's Expertise

Provide a summary of expertise and experience in each of the areas listed below, as well as those listed in Part I paragraph D of this document, as well as any other which you believe may be of benefit to the City.

1. Labor relations including Contract Negotiations and
2. Grievance resolution
3. Human resource/employment law/ employment policies
4. Employee discipline
5. Disability issues (ADA, Etc.)

6. Workers Compensation
7. Litigation Defense
8. Lease negotiations/drafting
9. Contracting
10. Bidding
11. Municipal Liability
12. Bonding
13. Taxation
14. Elections
15. Inter and intra governmental relations
16. Ordinance development and implementation
17. Freedom of Information Act.
18. Open Meetings Act.
19. Roberts Rules of Order
20. Taxation
21. Employee benefits
22. Law enforcement
23. Bond counsel services
24. Government regulations
25. Environmental regulation
26. Insurance

C. Individual Attorney Profiles

Indicate the type and number of staff you feel would be assigned to the City. Provide concise resume of primary attorneys who would be servicing Gibraltar. Each resume should include at least two professional references with contact information. Include an assurance that your method of assigning work will ensure that the City will be served by the same attorney for common legal issues. Please list any complaints filed against these primary attorneys with the State Bar of Michigan, the Attorney Grievance Commission, and the Attorney Discipline Board during the past five (5) years, and describe each complaint and its current disposition.

D. Firm References

Submit a list of professional references and experience with similar clients, including contact information.

E. Firm Philosophy

Summarize the firm's culture and philosophy with respect to rendering legal services.

F. Fees and Billing

Submit information on how fees will be calculated and the level of detail provided with billings. Please indicate how billing is performed (i.e. monthly, bi-monthly, or otherwise). Please include a sample-billing format. Please list the hourly fees of partners, associates, paralegals, interns, and all billable personnel. If a retainer is necessary or preferred as the form of compensation, please list the proposed annual fixed fee, inclusive of all service cost (note: under this arrangement special litigation services will be handled on an as required basis and additional fees could apply)

Please list the minimum charges, if any, for telephone calls, file review, copying, facsimile, transmission, meeting attendance for Board and Commission meetings.

List those items for which the firm will expect reimbursement from the City.

State the firm's policy regarding travel costs for which it will expect reimbursement from the City.

The City may consider using a full-service law firm to handle nearly all of its legal services. Please indicate if your proposed fee structure incorporates cost savings to the City for such an arrangement.

G. Contract

Submit a copy of a suggested contract with a proposed term listed.

H. Insurance and Bonding

Submit a Certificate of Insurance showing evidence of the firm's Errors and Omissions Liability Insurance for limits of omissions liability of at least \$1,000,000 aggregate.

I. Actual or Perceived Conflicts

The Proposal shall disclose the names, nature or assignment, and relevant dates for any of the firm's employees or clients who may have an actual or perceived conflicts of interest with the City. The firm should also provide a statement or description of the firm's policy of how to address how conflicts of interest are addressed.

**Part III - Timing Consideration and Administrative Details**

A. Response to Request for Proposal

1. This Request for Proposal does not commit the City of Gibraltar to award a contract, to pay any cost incurred in the preparation of a proposal in response to this request, or to procure or contract for services. The City reserves the right to accept or reject any or all proposals received as a result of this request, waive any technicalities or irregularities, to negotiate with all qualified sources, or to cancel in part or in its entirety this RFP if it is in the best interest of the City.
2. Each proposal shall be considered binding and in effect for a period of ninety (90) days following the proposal opening.

B. Schedule of Request for Proposal Process

The City anticipates the following schedule for the proposal process:

12/12/18	Issue Request for Proposal.
1/30/19	Proposals due by 12:00 p.m.
February 2019	Proposals reviewed by the City
February 2019	Interviews conducted
February/March 2019	Intended award of contract(s).