

# REQUEST FOR PROPOSALS

## CITY ATTORNEY SERVICES for CITY OF CLATSKANIE, OREGON

**Closing Date: December 8, 2014**  
(Service to begin January 2015)

### I. Introduction

The City of Clatskanie is requesting proposals from attorneys or law firms to provide certain legal services to the City.

### II. Scope of Work

The City intends to select a qualified attorney or attorneys to provide the following services:

- A. As routine services, City Attorneys will upon request:
  - Advise City officials on matters relating to City business.
  - Attend City Council meetings
  - Attend Planning Commission meetings as needed.
  - Represent the City in municipal court prosecutions.
  - Prepare or review staff-developed ordinances, resolutions, contracts, agreements, leases, deeds and related documents.
  - Review current state and federal legislation and/or litigation as such may relate to the City and advise City officials thereon.
  - Provide legal opinions on matters relating to City activities.
  - Participate in the development of staff recommendations for action by the City Council.
  - Advise and participate in code enforcement activities.
  - Make recommendations for updating existing City codes, resolutions and other policies and practices.
  - Represent City in intergovernmental relations as appropriate.
  - Maintain appropriate records and files.
  - Administer and coordinate annexations.
  - Assist in elections.
  - Perform related duties as necessary.
  
- B. As non-routine services, City Attorneys will represent City in:
  - Litigation and threatened litigation.
  - Proceedings before the state and federal courts, and administrative tribunals.

- Proceedings before state and federal administrative agencies.
- C. Services performed by Attorneys for City do not include:
- Work involving bond issues.
  - Areas of special expertise requiring outside counsel as the parties may mutually agree.

### **III. Qualifications**

The proposals will be reviewed by the Mayor and City Manager and the final selection made by the Clatskanie City Council. Selection will be on the basis of the following equally weighted criteria:

- A. Knowledge of general municipal law, contract law, land-use law, and Oregon law governing cities.
- B. Experience as a practicing attorney-at-law with experience in municipal law.
- C. Ability to perform services in a timely, cost-effective and thorough manner, and ability to interact well with the City Council, City staff, and citizens.
- D. Criminal law to include violations, traffic, and misdemeanors.

### **IV. Proposal Requirements**

Proposals from individual or law firms will be considered. As a minimum, the proposal should include the following information:

- A. An overall introduction to the proposal, including a statement of your understanding of the work.
- B. Qualifications of you or your law firm and of your support staff (include number of staff) to perform the work. By way of example, you may wish to address some or all of the following criteria:
  - 1) Law school (including year of graduation), year of admission to Oregon State Bar, and years of practice.
  - 2) Years of municipal or other public sector law practice as a full time government attorney or specializing in municipal or other public sector law practice in a law firm or as a sole practitioner.
  - 3) Particular areas of knowledge and experience in Oregon government law, including but not limited to law related to cities and criminal law. Examples of areas may include but are not necessarily limited to law related to

- a. Land use
  - b. Personnel matters and labor negotiations
  - c. Franchises and franchise fees
  - d. Taxes, fees, and charges such as systems development charges and water and sewer service charges
  - e. Annexation
  - f. Police procedures regarding violations, traffic, and misdemeanors
  - g. Public purchasing and contracting
  - h. Municipal court prosecutions
  - i. Planning, construction, and operation of public facilities such as street, water, sanitary sewer, and storm drainage facilities
  - j. Urban renewal
  - k. Open meetings and public records
  - l. Government ethics
  - m. Elections.
- 4) Litigation experience, including descriptions of representative cases and outcomes.
  - 5) Drafting experience, such as drafting of contracts, memoranda, ordinances, and resolutions.
  - 6) Experience giving oral advice such as during the course of City Council and Planning Commission meetings and by telephone to City staff.
- C. Description of how you would propose structuring the service relationship to ensure the City's legal needs are met in a cost effective manner.
  - D. List of clients for whom you have provided similar services in the past. Include a list of references the City may contact. References should include municipal clients of a similar size to Clatskanie.
  - E. Your office location or locations.
  - F. Qualifications of legal backup that would be provided in the event of your absence or unavailability.
  - G. Cost of Service. Proposals may provide for hourly billing, a monthly retainer, or a combination. Any proposals including a monthly retainer must clearly set out the services that are within and outside the retainer.
  - H. A form of agreement for legal services.

## **V. Submission Requirements**

Each attorney or law firm wishing to respond to this request should present a completed, signed proposal to the City of Clatskanie, no later than 5:00 p.m., December 8th, 2014 at the following address:

Greg Hinkelman, City Manager  
City of Clatskanie  
P.O. Box 9  
95 S. Nehalem St  
Clatskanie, OR 97016

## **VI. Selection Schedule**

Review of the proposals and recommended selection will be made by the Mayor, the City Manager, the Finance Director, and the City Recorder. The review process might include an in-person interview of the lead candidate(s). The City Council may consider the recommended selection at their January 7, 2015 meeting.

## **VII. Limitations**

In addition to all other rights granted to it under Oregon law, the City of Clatskanie reserves the right to waive formalities in the proposal process, to accept or reject any or all proposals received as a result of this request, to negotiate with qualified attorneys, or to cancel, in part or in its entirety, the request for proposals if it is in the best interest of the City to do so. City also reserves the right to negotiate separately with any Proposer whatsoever, in any manner necessary to serve the best interests of the City. This request for proposals does not commit the City to pay any costs incurred in the preparation of a proposal.

## **VIII. General Information**

Please contact City Manager, Greg Hinkelman at (503) 728-2622 for further information.