

**Request for Proposals  
For Civil Legal Services  
Monday, February 11, 2019**



**SECTION I. REQUEST FOR PROPOSALS FOR LEGAL SERVICES**

The City of Truman is accepting proposals for contracted legal services from firms or individuals experienced in municipal law. Proposals will be received for a City Attorney for general municipal representation of civil matters.

Questions regarding this request should be directed to the City Administrator, Bethanie Ekstrom, 101 E. Ciro Street, P.O. Box 398 Truman, MN 56088, via email [bethanie@trumanmn.us](mailto:bethanie@trumanmn.us) or by phone (507) 776-7951

The City will not reimburse the proposer for any expenses incurred by the proposer including, but not limited to, expenses associated with the preparation and submission of the proposal.

**SECTION II. BACKGROUND**

The City of Truman is located in the northeast corner of Martin County. The 2018 U.S. Census population is 1,054. The City is governed by a Mayor, elected at-large every two years, and 4 City Council members with staggered four year terms. The City Council hires the City Administrator who is responsible for the daily activities of the City.

**SECTION III. TIMETABLE**

The City plans to use the following timetable for receiving and analyzing proposals:

- 1) Proposals shall be received until 4:00 p.m. on Thursday, March 14th, 2019, at the Truman City Hall 101 E. Ciro Street, P.O. BOX 398 Truman, MN 56088.
- 2) The City Administrator and City Council plan to review and analyze all proposals and make final selection March 18th, 2019
- 3) The effective date of legal representation is anticipated to be April 1, 2019.

**SECTION IV. GENERAL INSTRUCTIONS**

Proposals received shall include general municipal representation on civil matters. Included with this request are the following:

- 1) Required contents for proposals.
- 2) General municipal legal services requirements.
- 3) Proposal evaluation and appointment.
- 4) Conflict of interest.

**SECTION V. REQUIRED CONTENTS FOR PROPOSALS**

- 1) Firm or Individual Background
  - A. Brief history.
  - B. Number of attorneys/specialties.
  - C. Number of paralegals/specialties.
  - D. Number of support personnel.
  - E. Officer organization and support capabilities.
  - G. Office location(s).
- 2) Firm/Attorney Qualifications
  - A. Identify each attorney and key support personnel who will be supplying services for which the city will be billed.

- B. For each person identified, please state:
  - a. Relevant academic training and degrees;
  - b. A description of their prior municipal experience in the areas identified in the General Municipal Legal Services Requirements (Section V.).
  - c. Other background or experience, which may be helpful in evaluating your proposal. Background or experience in the areas of land use regulation, general and public contracting, eminent domain, real estate, development, human resources and labor relations, and municipal related litigation will be of special interest in evaluating proposals.
- C. A description of the proposed allocation of work between the attorney(s) and support personnel identified (i.e., who will be the lead attorney and what work will be handled by junior partners, associates, or paralegals).
- D. Current principal responsibilities for individual designated as lead attorney, including a statement indicating future availability.
- E. Provide the names and telephone numbers of three client references who the city may contact. Municipal references are preferred. If the firm or individual has represented any Minnesota municipalities or governmental agencies from 2009 through the present, state the name of that agency, and the name, title, and telephone number of a reference at that agency that the city may contact. If the firm has represented such an entity, but does not wish the city to contact the entity, list the name of the municipality or agency, and state your reasons why no contact is requested.
- F. If the firm or any of the attorneys employed by the firm have ever been sued by cities or other clients for malpractice, been the subject of complaints filed with the State Bar, or had discipline imposed by the State Bar, please provide information about the nature of the incident, the dates of when the matter began and was concluded, and the results of the situation.

3) Fees

- A. City Attorney work is briefly summarized below. Please provide pricing for all classifications of your legal assistance, i.e. partners, associates, paralegals, etc.
  - a. The Council does not require regular attendance at council meetings. However, there may be an occasional request for attendance at a council meeting, work session, board and commission meeting or special event.
  - b. Occasional meetings with staff and public groups as requested by the City Administrator or Council.
  - c. Review and preparation of contracts, performance bonds, insurance and other routine legal documents.
  - d. Routine ordinance code amendments and review or preparation of resolutions.
  - e. Formal and informal legal advice to Council and staff, boards, commissions and committees.
  - f. Representation of the City in the acquisition of properties for public improvements, easements, parks and the like.
  - g. Representation of the City in matters related to the enforcement of City Clerk building, housing and zoning codes.
  - h. Representation of the City in condemnation proceedings for public improvement projects, etc.
  - i. Representation, interpretation and advice to the City in employment related issues.
  - j. Providing on a periodic basis written updates on new state or federal legislation or judicial holding impacting the City, and suggested action or changes in operations or procedures to assure compliance.
  - k. Representation in litigation as applicable.

1. Other routine legal services as necessary.
- B. Please provide overhead costs and brief descriptions (if necessary) of other items to be billed, i.e. photocopying, mailings etc.
- C. The city requests detailed monthly billing statements, which shall include, but are not limited to the following items:
  - a. Itemize the date of services.
  - b. Identify the attorney and/or support personnel providing the services.
  - c. List time spent
  - d. Provide a detailed description of the services performed.
  - e. State the fees for those services.
  - f. Organize billing for general corporate work by department, type of services, and/or project.
  - g. Itemize all associated costs and expenses related to the services performed.

If another billing format will be proposed, please describe that format and provide a sample. All rates noted above will be subject to annual review.

#### **SECTION VI. PROPOSED EVALUATION AND APPOINTMENT**

- A. The City intends to retain the legal services of the proposer evaluated to be best qualified to perform the work for the City, cost and other factors considered.
- B. Based upon evaluation from the City Council and the City Administrator, the appointment of a law firm or individual judged to be the most responsive and responsible proposer would be made by the City Council.
- C. The City reserves the right to reject any and all proposals, request additional information from any and all proposers, waive any and all irregularities, and to renegotiate in the best interest of the City of Truman.

#### **SECTION VII. CONFLICT OF INTEREST**

- A. Indicate whether you or your law firm represent, or have represented any client which representation may conflict with your ability to serve as City Attorney.
- B. Indicate whether you or your law firm represent public sector agencies exclusively or provide services to both public and private entities/individuals.
- C. Do you currently represent any real estate developers and/or brokers, property owners, or property management firms who have a financial interest in the City of Truman? If so, please identify those companies or persons in detail as well as the nature of financial interest and location of developments, properties, and/or holdings; and provide a percentage breakdown of how much this work represents of your firm's total billings.
- D. Do you currently represent any other local units of government having jurisdiction within or contiguous to the City of Truman?
- E. What procedures does your firm utilize to identify and resolve conflicts of interest?