

The City of Dundas is requesting proposals from experienced law firms for general municipal civil legal services. The firm requesting consideration should be aware that experience in the area of municipal law is a requirement for consideration. The applicant shall have sufficient resources to ensure that all of the demands of the City's legal needs will be met on a timely basis.

SCOPE OF SERVICES

Services shall include, but are not limited to the following:

- A. Attendance at regular City Council meetings and other meetings as requested.
- B. Drafting ordinances and resolutions as requested with assistance from City staff.
- C. Meeting with and advising the City Council, City Administrator and other designated individuals on general or specific legal matters on an as-needed basis.
- D. Researching and submitting legal opinions.
- E. Defending the City in all litigation, except in those cases where insurance companies are required to provide defense counsel or where the City chooses to hire specialized legal talent.
- F. Reviewing bond or insurance requirements for City contracts or activities.
- G. Interpreting and advising on general federal and state laws related to municipal government, including elections, planning, zoning, housing, development, redevelopment, enforcement, and property and real estate laws.
- H. Interpreting and advising on the City's Code.
- I. Preparing or reviewing municipal contracts, such as contracts for public improvements, joint powers agreements, construction and purchase of equipment.
- J. Providing advice on open meeting law, data practices, records retention and Council powers.
- K. Advising and keeping City staff aware of changes in statutory or case laws that have the potential to affect City processes, procedures or operations.

PROPOSAL CONTENT

Proposals shall address each of the following items:

- A. Name, experience and qualifications of the person(s) who will be responsible for filling the obligations as City Attorney.

- B. Provide the qualifications and resumes of other professional staff who will be responsible for providing legal services.
- C. Provide client references, including municipal client references.
- D. Assessment of the availability of the principal party assigned to the duties of Dundas City Attorney and other professional staff assigned to a contract with the City of Dundas.
- E. Describe your legal library and research capabilities, your familiarity with the legal staff of the League of Minnesota Cities, and the League of Minnesota Cities Insurance Trust, and other resources that will help in maintaining a proper response time for City requests.
- F. Compensation for services provided will be considered in any of the following scenarios:
 - 1. Monthly lump sum rate;
 - 2. An hourly rate; or
 - 3. A combination of lump sum rate and hourly rate.
- G. Identify the minimum increments of time billed for phone calls, correspondence, legal research and responding to electronic mail transmissions from the City of Dundas.
- H. Identify all other costs/reimbursements that would be charged to the City of Dundas.
- I. Describe your firm's billing format as well as your willingness to adapt the format to the City's needs.
- J. Statement of any malpractice claims and/or ethics complaints taken against your firm or firm's attorney(s) over the last five years and the status or outcomes of such actions. Indicate whether any action is pending or is currently under review by the State Ethics Board.
- K. Describe malpractice insurance coverage; carrier, limits and exemptions.

PROPOSAL EVALUATION

- A. Dundas intends to award a contract for legal services to the firm that is best qualified to perform the work identified in this document, cost and other factors considered.
- B. Ten copies of the proposal should be received by the City Administrator at the address below no later than 12:00 Noon on Friday, December 11, 2020.
- C. After December 11 we will select a short list of proposals, schedule interviews and announce our selection by the end of January 2021.
- D. The City of Dundas shall not be liable for any expense incurred by the firms or individuals submitting proposals for the preparation of its proposal or for its participation in interviews.

- E. The law firm awarded the contract for the legal services described here shall not assign or transfer any interest in the contract without prior written consent from the City of Dundas.
- F. The law firm awarded the contract for legal services described here shall not accept any client or project which places it in a conflict of interest with its representation of the City of Dundas.
- G. The law firms and/or its representatives participating in this selection process shall not approach City Council members or staff on an individual basis regarding this proposal. Any contact shall be made through the City Administrator at jteppen@dundas.us prior to the submission deadline.

Thank you for the time and effort in responding to this proposal.

Please submit ten copies of your proposal to:

Jenelle Teppen, City Administrator
City of Dundas
100 Railway Street North
PO Box 70
Dundas, MN 55019-0070

jteppen@dundas.us