



Request for Proposals (RFP) City Attorney Legal Services

City of Columbus, Wisconsin

Issued: April 10, 2026

Submissions & Inquiries:

Matt Amundson, City Administrator

105 N. Dickason Blvd., Columbus, WI 53925

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1. Purpose

The City of Columbus, Wisconsin ("City") is soliciting proposals from qualified attorneys or law firms licensed in the State of Wisconsin to provide City Attorney legal services, including general municipal law counsel, contract and ordinance review, legal opinions, representation in municipal-related matters, and other duties as requested by the City Council, Mayor, City Administrator, or designated staff. This RFP is intended to identify the attorney or firm best able to deliver high-quality, cost-effective legal services to the City.

2. General Information About the City

The City of Columbus is a full-service municipality located in Columbia and Dodge counties with a population of approximately 5,500 residents. The City operates under a Mayor-Council form of government with a full-time City Administrator responsible for day-to-day operations.

The City provides comprehensive municipal services including police, fire/EMS, public works, electric, water & wastewater utilities, community development, library services, and parks and recreation.

The Common Council typically meets on the first and third Tuesday of each month; various boards and commissions meet on regular schedules throughout the year.

3. Scope of Services

A. General Legal Counsel

Serve as primary legal advisor to the City Council, Mayor, Administrator, and staff.
Provide legal updates and guidance regarding changing federal, state, and local laws.

B. Legislative & Policy Support

Draft, review, and revise ordinances, resolutions, policies, and contracts.
Ensure municipal ordinances comply with state and federal law.

C. Meetings

Attend meetings of the Common Council and other bodies as requested. This is typically done in person but the City Administrator can grant the ability to attend virtually.

D. Municipal Court & Prosecution

Prosecute municipal citations, including traffic, code, property maintenance, zoning, and nuisance violations.

Respond to inquiries from defendants, victims, witnesses, and staff regarding Municipal Court matters.

Represent the City in related hearings, trials, and appeals.

The City reserves the right, at its sole discretion, to separate, modify, reassign, or contract independently for municipal prosecution services, in whole or in part, from the other City Attorney legal services described in this RFP. Selection of an attorney or firm under this RFP does not guarantee assignment of municipal prosecution duties. The City may engage a different attorney or firm to serve as Municipal Prosecutor without invalidating or terminating the City Attorney agreement.

E. Development, Land Use, & Property Matters

Support real estate transactions, easements, right-of-way issues, land division, development agreements, and zoning matters.

F. Litigation

Represent the City in litigation or coordinate with specialized outside counsel when needed.

G. Additional Services

Provide seminars or guidance on open meetings law, ethics, conflicts of interest, and related topics. Maintain legal files and records in accordance with state retention requirements.

Note: The City Attorney will serve as an independent contractor, not a City employee.

4. Proposal Requirements

Firm/Attorney Information:

- Name, address, phone, email, and primary contact.

Qualifications & Experience:

- Background of the firm, attorneys, and organizational structure.
- Identification of attorneys who will serve the City.
- Summary of municipal law experience including a listing of current municipal clients.

Professional Conduct Disclosure:

- Any public or private reprimands from the Office of Lawyer Regulation.
- Description of malpractice claims, if applicable.

Fee Schedule:

- Hourly rates, retainer options, and all anticipated costs.
- Distinguish between general services and litigation or specialized work.

Potential Conflicts of Interest:

- List any known conflicts and approach to conflict mitigation.

References:

- At least two municipal or public-sector clients.

Statement of Philosophy:

- Approach to municipal representation, communication, public engagement, and managing workload.

Office & Support Capabilities:

- Staffing, response time expectations, technology, and support resources.

Proposers shall clearly identify whether they are seeking to provide all City Attorney services, municipal prosecution services only, or a combination thereof.

5. Evaluation Criteria

- Qualifications and municipal experience of attorney/firm.
- Experience and availability of assigned staff.
- Cost and value of proposed services.
- References from public-sector clients.
- Ability to provide consistent, long-term, high-quality service.
- Interview performance (if conducted).

6. Schedule of Events

Milestone	Date
RFP Released	April 10, 2026
Deadline for Questions	April 22, 2026
Proposal Submission Deadline	May 11, 2026
Interviews (if held)	June 2, 2026
City Council Approval of Contract	July 21, 2026
Anticipated Start Date	November 16, 2026

7. Submission Instructions

Submit an electronic PDF of the proposal to:
Matt Amundson, City Administrator
City of Columbus
105 N. Dickason Blvd.
Columbus, WI 53925
Email: mamundson@columbuswi.gov

All materials must be received no later than 3:00 pm on Monday, May 11, 2026. All submissions become public records under Wisconsin's open records laws.

8. Terms and Conditions

- The City reserves the right to accept or reject any or all proposals.
- The City may request clarification or additional information from proposers.
- The City is not responsible for proposal preparation costs.
- The City reserves the right to divide legal services described in this RFP, including municipal prosecution, among multiple attorneys or firms if deemed to be in the City's best interest. The City may remove or reassign municipal prosecution services from the selected City Attorney at any time without constituting a breach of contract or requiring termination of the agreement.
- The selected attorney/firm must enter into a professional services agreement within 30 days of selection. It is the intention for the agreement to be a minimum of 3 years in term with the ability for the agreement to have the contract renew annually after 3 years if neither party notices the other 30 days in advance of the end of the contract.
- Questions regarding this RFP must be submitted via email to the City Administrator.