



## **Request for Proposals (RFP) – Village Attorney Services**

- **Proposal for Prosecution Attorney**
- **Proposal for Corporation Counsel**
- **Proposal for both Prosecution Attorney and Corporation Counsel**

### **A. Purpose**

The Village of Kronenwetter, Marathon County, Wisconsin is seeking proposals from law firms or attorneys to provide municipal prosecution services, corporation counsel services, or both.

### **B. Work of the Village Attorney**

The Village Attorney provides all legal services needed by the Village to support the needs of the organization through the Village Board and Staff excepting occasional services that require unusual expertise such as labor negotiations, serving as bond counsel, or other matters requiring specific expertise at the discretion of the Village Board or Village Administrator. The following description of legal services to be provided is illustrative and comprehensive but is not intended to be all-inclusive or to limit the potential extent of services to be provided.

#### **1. Routine Legal Services:**

- A. Provide clear and concise legal advice and consultation (oral and written) as requested or required to the Village Board, Administrator, and Staff on a variety of matters pertaining to all aspects of governance.
- B. Must be accessible by phone, fax and e-mail in a timely manner. Contacts are usually made by email or telephone, and a twenty-four-hour response time is typically expected unless otherwise unavailable.
- C. The Village does not offer space for offices in existing municipal facilities.
- D. Draft, review, and/or revise documents when directed, including but not limited to memoranda concerning legal issues, contracts, ordinances, resolutions, license agreements, development agreements, Village policies, notices, open records, leases, deeds, loans, permits and staff reports.
- E. Provide Village Staff with assistance, legal research and counseling on matters such as the acquisition or sale of property, preparation of leases, deeds and easements, contracts and agreements, operations governed by law, liability situations, government ethics and grant guidelines.
- F. Prepare correspondence and other legal documents on behalf of the Village as directed.

- G. Represent the Village before governmental bodies and agencies to promote the interest of the Village as requested by the Village Board and Administrator.
- H. Perform other duties as directed by the Village Board and Administrator.

2. Non-routine Legal Services: At the discretion of the Village Board or Village Administrator the Village Attorney may represent the Village in:

- A. Litigation and mediation (civil, tort, liability, construction law/public works, general writ, etc.)
- B. Proceedings before local, State, and Federal courts
- C. Proceedings before local, State, and Federal administrative agencies

**C. Submittal Instructions**

The Village of Kronenwetter reserves the right to request additional written or oral information to supplement any or all written proposals.

Firms are requested to provide a written proposal no later than 12:00 p.m. CST, December 20, 2024. Proposals may be delivered to Jennifer Poyer, Deputy Clerk, Kronenwetter Municipal Center, 1582 Kronenwetter Drive, Kronenwetter, Wisconsin, 54455 or may be submitted electronically in PDF format to [jpoyer@kronenwetter.org](mailto:jpoyer@kronenwetter.org). Late proposals will not be accepted. Please clearly mark proposals "Village Attorney Services Proposals" on the lower left corner of the envelope.

**D. Inquiries**

Inquiries regarding this RFP should be directed to:

**Jennifer Poyer, Deputy Clerk**  
1582 Kronenwetter Drive, WI 54455  
(715) 693 4200 ext. 1722  
(715) 693 4202 (fax)  
Email: [jpoyer@kronenwetter.org](mailto:jpoyer@kronenwetter.org)

**E. Description of Client**

The Village of Kronenwetter's population as of October 10, 2023, was estimated to be 8,539. The form of government is Village Board-Administrator, with a part-time President (elected once every two years), six part-time Trustees (elected once every two years at-large with staggered two-year terms), and a full-time Administrator. Village services include general government, emergency medical services, fire & police services, public works, planning and zoning and parks and recreation. The Village has contracts with Riverside for emergency medical services. The Village has thirty full-time employees, three part-time employees and seasonal employees.

The Village Board meets twice per month on the second and fourth Monday of each month at 6:00 p.m. Standing committees including, Administrative Policy, Utility, Community Life

Infrastructure and Public Property, as well as Redevelopment Authority and Plan Commission meet once a month. Special meetings may be scheduled as the schedules of attendees allow.

## **F. Time Requirements**

Release of Request for Proposals: November 20, 2024

Proposals due no later than 12:00 p.m. CDT, **December 20, 2024**

Interviews: January 2025

## **G. Proposal Content**

Submittal of proposal indicates acceptance by the firm of the conditions contained in this Request for Proposal unless clearly and specifically noted in the proposal submitted and confirmed in the contract or service agreement between the Village of Kronenwetter and the firm(s) selected.

Firms are requested to provide information in the following format:

1. Experience and qualifications of the firm
  - a. Provide a narrative description of the firm.
  - b. Describe the general experience of the firm and areas of specialized expertise with municipal issues including:
    - Land use and zoning law
    - Prosecution of municipal violations
    - Franchise and right of way law
    - Public contracting and purchasing law
    - Drafting and reviewing municipal ordinances and resolutions
    - Public meetings, public records, and administrative law
    - Police and fire commissions
    - Government ethics
    - Water law
    - Urban renewal law
    - Real estate law including commercial and tax increment financing
    - Environmental law
    - Dispute resolution
    - Contracts
  - c. Identify other municipal clients.
  - d. Describe the firm's philosophy on providing municipal legal services; e.g. what level of legal oversight is needed for meetings, contracts, ordinance development, code enforcement, etc.
2. Proposed Attorney or Attorneys
  - a. Name and describe the attorney. Clearly identify the lead Village Attorney and name assisting attorney(s) if applicable.
  - b. Provide a resume or similar description for attorney(s) and assisting attorney(s) if applicable.

- c. If specialty attorney(s) or additional resources are available through your firm (in addition to the named team) to meet special or unusual needs, please briefly identify such specialties as well.
  - d. Please list any clients that may present a conflict of interest in the performance of the firm's responsibilities to the Village of Kronenwetter and describe how the firm will identify and manage conflicts of interest.
- 3. References
  - a. Provide three references for the Attorney(s). The references should include municipal government experience.
- 4. Compensation
  - a. Propose a compensation package, inclusive of all services to be provided. Outline hourly fees for each attorney or paralegal assigned to the engagement, specifying if different hourly rates are charged for different activities (attending board meetings, travel time, etc.). Please indicate the smallest increment of time used for billing purposes (fifteen or thirty minute minimum for a five- minute phone call). Invoices for services provided on an hourly or cost-plus basis shall include detail of the attorney(s) and support staff time and activity description. **The Village is open to a variety of approaches, including hourly rates, a flat monthly rate with add-ons or a combination.**

The Village reserves the right to negotiate terms as needed to improve elements of the proposal to best meet the needs of the Village, including costs.

#### **H. Right to Reject**

The Village of Kronenwetter reserves the right to reject any and all proposals and accepts no responsibility for the cost of proposal preparation.