



## **Request for Qualifications/Proposals Legal Services Village of Lake Orion, Michigan**

### Overview

The Village of Lake Orion is requesting proposals from qualified law firms to provide municipal legal services, including acting as the Village Attorney. The Village Attorney is appointed by the Village Council. The Village Attorney serves as an advisor to the Village Council and all department directors and boards and commissions of the Village in relation to their respective duties. See Appendix A for a listing of expected services. The proposal must include general legal counsel services and prosecution services for Village misdemeanors.

The Village has had a contract relationship with independent legal firms for many years. These firms have provided both general counsel and Village prosecution services. Outside specialized attorneys have been used for labor issues, bond and finance issues, bankruptcy, tax tribunal appeals and some civil lawsuits.

The Village Council will enter into a contract with a law firm. The Village Attorney or his representative shall attend Village Council meetings as requested. The specific attorney attending Village Council meetings, if other than the Village Attorney, shall be approved by the Village Manager.

All firms wishing to submit proposals must register as a vendor on the Michigan Intergovernmental Trade Network (MITN) bid system and download the RFQ documents from the system. Registration is quick, easy and free of charge at <https://www.bidnetdirect.com/public/user-registration?purchasingGroupId=8412351>.

The Village will not be responsible for any costs incurred by any firm to respond to this request. Firms who wish to submit proposals must provide the information outlined in the enclosed Legal Services Request for Qualifications/Proposals by Wednesday, October 22, at 2:00 PM, at which time the proposals will be publicly opened. Ten (10) bound copies of the proposal and one electronic copy in PDF file format on a flash drive must be provided in a sealed envelope clearly marked "Village Attorney RFQ". Late proposals will not be accepted.

Proposals are to be submitted and received by the submittal deadline in person or by mail to:

Lake Orion Village Clerk  
21 East Church Street  
Lake Orion, MI 48362

The tentative timeline for selection is:

<u>Task</u>	<u>Target Date</u>
Advertisement of Request for Qualifications/Proposals	October 2, 2025
Deadline for Submission of Proposals	October 22, 2025, 4:00 PM
Selection of Finalists by Village Council	October 27, 2025
Review of Proposals, Interviews, Negotiation	October 28-November 5, 2025
Recommendations to Village Council	November 10, 2025
Commencement of Services	To be determined

The Village may conduct inquiries and request additional information from firms as the Village deems necessary to assist in the evaluation of any proposal. A committee of the Village Council will make a recommendation to the Village Council for a contract with the selected firm. The Village expects an initial contract for a term beginning not later than January 1, 2026.

The Village reserves the right to select the firm with legal services that best meets the needs for the Village in the sole judgment of the Village, and selection will be based on experience, qualifications and/or economic benefit to the Village. This selection will not be based solely on cost.

All questions must be in writing and posted to the MITN bid system (**NO PHONE CALLS, PLEASE**) by Thursday, October 16, 2025, 2:00 PM. Answers to questions received will be posted on the MITN bid system as a supplement to the original RFQ/RFP statement for all prospective respondents.

Minimum Qualifications

The primary attorney assigned to work on Village legal matters shall, at a minimum, possess the following:

1. A juris doctorate degree from an American Bar Association accredited college or university.
2. A valid license to practice law in the State of Michigan.
3. A minimum of five (5) years experience in municipal law and municipal legal issues.

## About the Village of Lake Orion

The Village of Lake Orion is a Michigan home rule village operating under the Council/Manager form of government. The Village is located in northeast Oakland county within the boundaries of the Charter Township of Orion approximately 45 minutes north of Detroit. Our community has a 2020 US Census population of 2,876 residents. Lake Orion is currently experiencing significant redevelopment. The Village is a lakefront community, with the lake comprising approximately one-third of the total area of the 1.3 square miles of the municipality. The Village provides a full range of municipal services including police protection, public works (streets, water, sanitary sewer, storm sewer, and buildings and grounds), parks and recreation, and planning and zoning services. Assessing services are performed by a private contractor under a contract with Orion Township. Orion Township provides tax collection and building permitting and inspection services through contract with the Village, and the Township provides fire suppression and prevention and public library services through millages levied in the Township and Village. Emergency dispatching services are provided through contract by Oakland County Dispatch. Planning and zoning services are provided through private contract with McKenna of Northville, Michigan. The Village employs 17 full-time employees and approximately 17 part-time or seasonal employees through the departments of the Village Manager, Village Clerk-Treasurer, Police, and Public Works. The Village maintains a Downtown Development Authority with its own board of directors, Executive Director, and DDA Attorney. Two collective bargaining units represent full time and part time police officers and police clerks (POAM) and public works laborers and clerical employees (AFSCME). The general operating budget of the Village is \$2.4 million for FY 2025-26, with an all-funds budget of \$10 million. Some current major legal issues facing the Village involve the relationship between the Village and the DDA, final stages of ordinance recodification, capital improvements special assessment processes, final stages of quit-claim process for a park property, riparian rights and lake management, inventorying and management of Village properties, and the Village's recent decision to investigate incorporation as a city. The Village desires a confident, knowledgeable Village Attorney with excellent negotiation and communication skills who can be counted on to aggressively represent and protect the interests of the Village while firmly and reliably advising the Village Council and administration on the proper courses of legal action to promote the Village's interests.

## Appendix A

### Legal Services Scope of Services

The firm shall provide all administrative services and support necessary to manage the workload in order to complete all assignments. This includes office facilities, support staff, legal research options, supplies and equipment. The Village anticipates the proposals will identify a primary Village Attorney who completes the general counsel matters and maintains the centralized responsibility for coordinating other attorneys and support staff.

The scope of services may include but shall not be limited to the following:

#### General Counsel

1. Draft and/or review all ordinances, agreements and contracts.
2. Participate in non-labor negotiations when requested.
3. Draft and/or review charter amendments.
4. Assist the Village in the sale or purchase of real estate.
5. Prepare deeds and other contracts for sale and purchase of property.
6. Prepare formal opinions on the legal ramifications and implications of matters before the Village Council, as requested by the Village Manager.
7. Provide legal advice on actions taken or contemplated.
8. Recommend legislation to the Village Council when appropriate or requested.
9. Attend Village Council meetings as requested by the Village Manager.
10. Prepare various legal documents required by the Village.
11. Represent the Village in administrative proceedings before State agencies.
12. Advise appropriate officials on policy affecting the enforcement of all Village ordinances.
13. Consult with Village Manager and/or Department Heads and various boards and Village Council on proposed or revised Village policies or ordinances.
14. Provide quarterly reports to the Village Council and Village Manager on the status of pending or concluded cases handled during the period.
15. Provide monthly time and billing records to the Village Manager for all work performed which shall include, at a minimum, the following detail:
  - a. The date on which the service was provided.
  - b. Name and classification of attorney or staff person providing such service.
  - c. A detailed description of the service provided to permit the Village to readily identify the purpose, nature or scope of the service, court case for which such service was provided, or other identifiable information.
  - d. The title of the Village official authorizing or requesting such service.
  - e. Number of billable hours spent providing such service rounded to the nearest 1/10 hour.
  - f. Hourly rate charged for such service.
  - g. Detailed breakdown of all non-overhead costs (materials, copies, postage, mileage, meals, and other costs).

- h. Separate billings shall be provided for general counsel, prosecutions, and civil litigation cases.

The scope of services may also include the following:

#### Prosecution Services

1. Represent the Village as Prosecutor in the 52<sup>nd</sup>/3<sup>rd</sup> Judicial District Court for ordinance violations, municipal civil infractions, violations of the Uniform Traffic Code, and violations of the Michigan Motor Vehicle code.
2. Represent the Village as Prosecutor in all appeals of convictions at the local level only.
3. Recommend and draft any necessary ordinance amendments based on cases prosecuted.
4. Provide to the Village Manager time records for work performed and statistics reports on the cases opened, pending, and concluded.

#### Civil Cases

The Village Attorney will not normally be required to handle civil litigation against the Village of Lake Orion but may be expected to handle civil litigation initiated by the Village under separate contract. There will be a separate agreement for each civil litigation matter and the rate specified for that matter will be the same rates for the duration of that individual litigation matter.

#### Other Specialty Services

Tax tribunal, labor, bankruptcy, and/or bond counsel services, and litigation will be handled under separate contract either by the Village Attorney or special legal counsel outside the normal Village Attorney Contract but may be considered during the RFQ process. The firm should note in the proposal which special legal services the firm can provide.

#### Estimated Workload

The Village does not guarantee a set workload and/or billable hours.

## Appendix B

### Legal Services Request for Qualifications

1. Firm name
  - a. Areas of specialty.
  - b. Years in business.
2. Offices
  - a. Office location where the majority of the work will be performed.
  - b. Name and address of parent firm (if applicable).
3. Personnel
  - a. Principal contact (name, phone number, email) of the firm.
  - b. Proposed personnel for legal services to be provided for each discipline. Please provide the specific name of the individual who will handle each discipline (e.g., general, prosecution, civil litigation) and **attach a current resume for each individual.**
  - c. Other key personnel names who will be used for Village business.
  - d. Total number of licensed attorneys at office listed in 2a. above.
  - e. Total number of all staff at office listed in 2a. above.
4. Does firm have adequate staff to handle another municipal client or will staff need to be hired?
5. Experience - provide a short narrative (no more than five (5) pages) detailing experience in municipal law including areas of expertise. Be sure to include any information on items identified as specialty services in Appendix A as well.
6. List specific reasons (no more than two (2) pages) why your firm should be considered by the Village of Lake Orion for legal representation.
7. Provide three (3) or more municipal references from prior or current clients, including contact name, title, municipality name, telephone number, and E-mail address.
8. Disclose any clients or interests that may reasonably be foreseen to constitute a conflict of interest when representing the Village (such as other local governments, developers, bidders, etc.).
9. Describe how your firm will handle the day to day activities (general counsel, prosecutions and court appearances, and attendance at meetings) of this contract. This is particularly important if you do not have a local office.
10. Provide evidence of a comprehensive liability and workers compensation insurance policy for all staff assigned to work for the Village.

11. Note any exceptions or deviations to the required scope of services outlined in Appendix A.
12. During the past five (5) years, has the firm had any Bar Association complaints filed against it? If so, please explain.
13. Has the firm been in bankruptcy, reorganization or receivership in the last five (5) years?
14. Has the firm been terminated by any municipal client in the last five (5) years? If so, please explain.
15. Define the standard time frames for response by the Village Attorney to inquiries from the Village Council, Village Manager or Department Heads.
16. Describe how your firm would familiarize itself with the current issues facing the Village of Lake Orion.
17. Does the firm or any of its employees have any known conflict of interest that would prevent the firm or individual from performing any of the required services for the Village? If so, please indicate such conflicts in sufficient detail.
17. Pricing - note the Village requires per hour charges (to the tenth of an hour) for all work performed.

**Appendix C**

**Legal Services Request for Pricing**

<b>Pricing Component</b>	<b>Amount</b>
A. Hourly Rate for General Legal Services	\$ _____
D. Hourly Rate for Prosecution Services	\$ _____
E. Provide or attach the firm's complete fee schedule for all other services not included above:	\$ _____
1.	\$ _____
2.	\$ _____
3.	\$ _____
4.	\$ _____
5.	\$ _____