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**CITY OF LOGANVILLE  
REQUEST FOR PROPOSALS (RFP)  
PROFESSIONAL LEGAL SERVICES – CITY ATTORNEY**

The City of Loganville is soliciting written proposals from qualified Georgia-licensed attorneys or law firms to provide professional legal services and serve as City Attorney. Proposals must demonstrate the proposer's qualifications, municipal experience, depth of legal knowledge, and ability to provide high-quality, timely, and cost-effective legal services to the City.

All proposals must address the requirements outlined in this RFP and be written in a clear, concise manner that demonstrates the proposer's ability to meet the legal needs of the City of Loganville.

Ansley Pope  
Human Resources Director

**Submission Address:**

City of Loganville  
4303 Lawrenceville Road  
Loganville, GA 30052

Proposals must be received no later than 5:00 p.m. on September 25, 2026.  
Late submissions will not be considered.

Proposal packages must be sealed and include eight copies of the proposal.  
Proposal packages must clearly indicate on the exterior that they contain a proposal for legal services.

All inquiries regarding this RFP should be directed to Ansley Pope, Human Resources Director, by email at [apope@loganville-ga.gov](mailto:apope@loganville-ga.gov).

Please note that all responses will be subject to the Open Records Act

The City of Loganville reserves the right to reject any or all proposals, waive informalities or technical defects, request additional information, and select the proposal deemed most advantageous to the City.

## **Overview**

The City of Loganville is located in both Walton and Gwinnett Counties in northeast Georgia. With a population of approximately 15,000 residents, Loganville is part of both the Northeast Georgia Regional Commission and the Atlanta Regional Commission for transportation planning purposes. The City operates under a Council-Manager form of government, with a Mayor and six Council Members elected to staggered four-year terms.

The City Manager oversees day-to-day operations and leads a full-service municipal organization that includes the following departments: Events, Human Resources, Information Technology, Fleet, Police, Fire, Public Works, Water & Sewer, Stormwater Utilities, Planning & Development, Finance, and Parks.

## **Scope of Services**

The City Attorney is appointed by the City Council and serves at the pleasure of the City Council. The City Attorney functions as the City's general legal counsel and provides legal guidance on all City-related matters to the City Council, City Manager, Department Heads, Development Authority, and all City boards and commissions. General duties include, but are not limited to, the following:

1. Attending all regular and special-called City Council meetings.
2. Attending meetings of boards, commissions, or committees as directed.
3. Providing timely responses to legal inquiries from City officials and staff.
4. Drafting and reviewing ordinances, resolutions, and amendments.
5. Drafting and reviewing contracts and agreements.
6. Reviewing City policies for legal compliance.
7. Handling all City real estate transactions, including closings.
8. Ensuring compliance with federal and state law, the City Charter, ordinances, and policies.
9. Defending the City and its officials and employees against legal claims.
10. Coordinating work performed by outside legal counsel.
11. Providing additional legal services as requested by the City Council.
12. Maintaining availability and responsiveness that reflects a high priority for City business.
13. Attorney may serve as the substitute prosecuting attorney until such time as a prosecuting attorney or substitute prosecuting attorney is available or appointed.

## **Qualifications**

The City is seeking a City Attorney with the municipal government experience necessary to provide well-researched, defensible, and practical legal guidance. A thorough understanding of Georgia municipal law is essential, and the successful candidate must demonstrate broad experience in areas such as land use and zoning, public works construction contracting, real estate acquisition, employment law and employee-related matters, utility operations, and municipal financing.

The City Attorney must be a member of the State Bar of Georgia in good standing. In addition to technical expertise, the City Attorney must be an excellent communicator and writer who understands the role well, values professional relationships, and presents a polished and dependable demeanor. The individual must also be able to quickly earn the confidence of the City Council, City Manager, and Department Heads by demonstrating accessibility, prompt and reliable communication, and a collaborative approach to problem-solving.

### **Compensation**

The City is agreeable to either a fixed monthly retainer or hourly billing for legal services. Each proposal must include either a retainer amount that covers routine and clearly definable services, along with a detailed list of the services included within that retainer, and/or an hourly rate for services that is clearly defined. Proposals must also identify the hourly rates for any services not covered by the retainer, as well as the hourly rates for all attorneys and legal staff who may provide services to the City.

### **Proposal**

Proposals must include the following information:

1. Proposals must include the primary contact information for the submission, including name, address, phone number, and email.
2. Each proposer should provide a brief description of the firm, including its date of establishment, size, and practice areas, along with the address and contact information for the local office and all legal professionals who may provide services to the City.
3. Proposals must also outline the qualifications of the assigned personnel, including education, Georgia Bar admittance date, total years of practice, and relevant experience in municipal or county government, litigation, and real estate transactions.
4. A detailed compensation proposal, as described above.
5. A list of no fewer than three client references, including names, phone numbers, and email addresses, that the City may contact to discuss the relevant experience of the individuals proposed to provide legal services.
6. Finally, each proposal should contain a cover letter expressing the proposer's interest in serving as City Attorney and any additional information that may assist in the selection process.