



**CITY OF MEDINA
REQUEST FOR PROPOSALS
FOR CITY ATTORNEY SERVICES**

Submittal Due Date: December 1, 2023

The City of Medina is requesting proposals from law firms or individual lawyers interested in serving as City Attorney on a contractual basis. The City Attorney will advise City staff and Council in all legal matters. The City presently contracts with outside counsel for legal services and anticipates entering into a one or two-year contract with the selected law firm or individual.

City Profile

The City of Medina is located on the east side of Lake Washington, west of Bellevue, with good accessibility to Seattle. Incorporated in 1955, Medina is 1.4 square miles with a population around 3,000. Medina has 25.7 employees and operates under a Council-Manager form of government. The City Council consists of seven members elected at large. The Mayor serves as the chair of the Council. The City Manager directs all City administrative operations. It is anticipated that City Attorney services could initially require 15 to 20 hours per week. The City has five departments reporting to the City Manager (Central Services, Finance/HR, Police, Public Works and Development Services). Each department works actively with the City Attorney in seeking advice and counsel. Individual departments may initiate the work, although the City Manager retains the core responsibility for legal functions, including coordination of these services and the legal budget. The City of Medina is a member of the Washington Cities Insurance Authority (WCIA) insurance pool. For more information about the City of Medina, visit <http://www.medina-wa.gov>.

Scope of Work

1. Provides legal advice, counsel, training, consultation, and opinions to the City Manager, City Council, boards and commissions, and all levels of the City government, on a variety of issues, including but not limited to land use planning,

discrimination, construction, purchasing and procurement, leasing, purchase and sale of property, employment matters, public disclosure issues, and tort law.

2. Furnishes legal representation at all City Council business meetings, and other meetings when requested.
3. Appears before courts and administrative agencies to represent the City's interests.
4. Prepares and reviews ordinances and resolutions, contracts and other documents for legal correctness and acceptability.
5. Works cooperatively with Washington Cities Insurance Authority, the municipal prosecutor and special legal counsel retained by the City for special projects.
6. Coordinates with other special counsel, as needed, to assure proper management of legal issues, and proper coordination and transition of legal issues among special counsel.
7. Assists City officials and employees in maintaining awareness of ethical standards and appearance of fairness standards, and avoiding potential conflicts of interest, and prohibited transactions.
8. Provides the City Council with guidance as to Robert's Rules of Orders and procedural matters relating to Council meetings.
9. Prepares legal opinions at the request of the City staff or the Council.
10. Performs other legal services and tasks, as assigned by the City Manager.

Specifications

1. The appointed City Attorney attends all City Council business meetings. Regular Council meetings are scheduled for the second and fourth Monday night every month starting at 5 p.m.
2. The City Attorney also attends City Council Work Sessions, as needed.
3. The City Attorney is a key member of the City Risk Management Team. The City Attorney may attend the annual WCIA City Attorney meeting.
4. The City Attorney must be available by phone, cell phone, fax, and e-mail.
5. Timeliness of response and accessibility to the City Attorney is an important aspect of the service. Accessibility includes the ability to be generally available to attend meetings on short notice and the ability to be reached promptly by telephone.

6. The City does not offer office space at City locations.

Minimum Qualifications:

- (a) Each attorney in the proposed team must possess a Juris Doctorate degree and have graduated from a law school accredited by the American Bar Association;
- (b) Each attorney in the proposed team must be a member in good standing of the Washington State Bar Association;
- (c) The proposed designated City Attorney must have a minimum of five years' experience in the field of municipal law with experience in land use, public works construction, and personnel.

All respondents must designate an attorney who will be accountable for contract performance. Respondents must identify one attorney as the City Attorney. This lawyer must attend meetings at Medina City Hall on a regular and ongoing basis. Prior experience as a City Attorney is strongly preferred. The contractor must provide continuity of representation while at the same time ensuring effective back-up coverage.

Any lawyer who may be called on as a back-up attorney must have current awareness of Medina so that he or she is fully prepared to provide legal services in the event of an unanticipated absence. The contractor must ensure that availability of attorneys and support staff is consistent with efficient delivery of services, including coverage for regular vacations.

The City Attorney must be responsive to the City Council, City Manager and all city departments. For example, the City expects phone calls to the City Attorney to be returned in a timely manner and would anticipate that a caller would get a response from someone who is familiar with Medina issues by the same business day.

Compensation

Respondents may propose a flat rate for legal services, an hourly rate for services, or a combination of the two. For example, it may be desirable to have a flat rate for basic services plus an hourly rate for special projects.

Requirements of the Proposal

Please include the following in presenting your proposal:

- **Experience** - summarize experience relevant to municipal legal services. Identify the attorney who would be the City Attorney, and the attorney designated for Assistant City Attorney. Include resumes of all attorneys who will provide legal services.

- **Method of Service Provision** - describe method of service delivery, philosophy and approach, and what makes you unique with respect to providing legal services.
- **Proposed Fee Structure** - Identify your proposal regarding compensation. Also, describe what expenses would be charged to the City. Identify whether you would charge for travel time or mileage to Medina City Hall.
- **Statement of Contract Compliance** - Discuss how your insurance meets the City's requirement to provide a minimum of \$2,000,000 per occurrence or claim in both liability and errors and omissions coverage.
- **References** - Identify three references who can attest to your experience and capabilities as they relate to services requested. The references must include contact name, address, and telephone number.

Proposal Modifications and Clarifications

The City will not reimburse the Respondents for the Request for Proposals (RFP), for any costs involved in the preparation and submission of proposals, or for attendance at subsequent interviews. This RFP does not obligate the City to accept or contract for any express or implied services. The City reserves the right to negotiate regarding the terms and compensation for any proposal. The City reserves the right to request any respondent to clarify their response or to supply any additional material deemed necessary to assist in the evaluation, and to modify or alter any or all of the requirements herein.

Selection Process

City staff will select a short list of respondents for interviews on a date to be determined. City Council will have an opportunity to review the finalists and staff recommendation following the interview process. Selection of a finalist will be based on staff judgment and Council input as to the best match between the City's needs and the background and proposal of the respondent. This schedule is subject to change. The City of Medina reserves the right to reject any or all proposals, waive technicalities or irregularities, and to accept any proposal if such action is believed to be in the best interest of the City.

Time and Place for Submittal of Proposals:

1. Six (6) copies of your proposal, whether mailed or hand-delivered, must arrive at the address listed below no later than **4:00 PM on Friday, December 1, 2023**. Proposals received later than the submittal deadline will not be accepted. The City of Medina will not be liable for delays in delivery of proposals due to handling by the US Postal Service or any other type of delivery service. Faxed or emailed submittals will not be accepted. Please submit proposals to:

**Aimee Kellerman
City Clerk
501 Evergreen Point Road
P.O. Box 144
Medina, WA 98039**

2. The submittal is limited to a maximum of eight sheets (16 pages-double sided) submitted only on double sided typed 8.5"x11" paper with text font size no smaller than 12 point (text within charts and/or graphs may be smaller than 12 point but must be readable size font). Pertinent experience should be covered in the body of the proposals as any appendixes may or may not be reviewed.

Communications-Requests for Information and Questions:

Any questions regarding the submittal process and/or the technical aspects of the project should be directed to the staff listed below.

Name: Steve Burns, City Manager
Phone: (425) 233-6412
Email: sburns@medina-wa.gov

Rejection of Submittals

The City reserves the right to reject any and all submittals and to waive irregularities and informalities in the submittal and evaluation process. This RFP does not obligate the City to pay any costs incurred by respondents in the preparation and submission of their Qualifications. Furthermore, the RFP does not obligate the City to accept or contract for any expressed or implied services