



Benoit Letendre
bletendre@westdunn.com
608-729-9270

May 10, 2024

Via U.S. Mail





Taylor Zeinert, Interim Economic Development Director
Whitewater Community Development Authority
312 W. Whitewater St.
P.O. Box 178
Whitewater, WI 53190

Re: Proposal for City CDA Attorney Services

Dear Taylor Zeinert,

I write on behalf of West & Dunn, LLC in response to the RFP published by the Community Development Authority of the City of Whitewater. As an attorney with substantial experience representing municipalities, at a firm with an even greater amount of experience representing municipalities, this proposal presents the CDA with a highly competent and experienced candidate to serve as CDA counsel at a competitive rate.

Our firm has extensive experience representing businesses, individuals, and municipalities in matters including complex litigation, transactions, contract drafting and review, ordinance drafting, and the provision of legal advice related to day-to-day operations as on-call general counsel. I previously served as corporation counsel for a Wisconsin county and currently provide legal counsel to several municipalities. Significant to this RFP, I have substantial experience working with bond counsel, addressing all legal matters related to tax increment finance districts, and abatement and redevelopment law. We routinely advise municipal entities on litigation avoidance, interactions with state and federal agencies, public records issues, emerging legal issues and complex legal questions, and all insurance related questions including working with insurance counsel.

West & Dunn, 214 1st Street, Suite 200, Baraboo, WI 53913
www.westdunn.com | 608-535-6420 |  |  |  | 

My firm represents a Wisconsin municipality that is one of the largest tourist destinations in the Midwest. Through this work, I have gained significant experience in the areas that bear directly on the Whitewater CDA's legal needs (including advising a CDA). For example, my firm has set up tax increment finance districts with base values in the tens of millions of dollars and increment values approaching seventy million dollars. We have used revenues generated by these districts to improve local infrastructure such as roads, bike trails, sewers and parks. Additionally, my firm regularly assists with large scale development projects proposed by local resorts that require legal counsel related to pre-development and development agreements, liaison with bond counsel, securing funding sources (including, when appropriate, CDA funding) condemnation proceedings, executing raze orders, establishing reimbursement incentive programs and working with some of the country's largest financial institutions.

West & Dunn has substantial experience in municipal law and municipal governance as a firm. Across our three offices, West & Dunn currently represents numerous Cities, Villages, Towns, Utility Districts. I would serve as the primary attorney for the CDA while delegating work to my firm's team as appropriate in order to minimize costs. Part of the municipal law team at West & Dunn includes associate attorneys Andrew Adams and Sean Griffin who have years of experience representing municipal entities in a variety of matters ranging from advising Boards and Councils as general counsel, to negotiating with opposing counsel during the drafting of agreements, to tax challenges and general litigation matters. I believe that this proposal meets the needs of the CDA as I understand them, and I believe West & Dunn is a good fit to serve the City of Whitewater CDA.

Please note that hourly rates for services provided by my firm for the duration of the three year contract would be \$250 per hour for services partner level attorneys perform, including me, \$205 per hour for services performed by associate level attorneys, and \$125 per hour for services performed by staff members at a paralegal or other legal assistant level. While we would be happy to entertain a flat fee structure or a hybrid flat fee/hourly rate agreement, we have found that our clients generally prefer the hourly billing structure. We generally do not charge for postage and mileage. I am hopeful that you find these rates acceptable and well within the range of market rates for this type of work.

Please feel free to contact me at the telephone number or email address above with any questions or concerns. I look forward to your reply and await the opportunity to be of service to the City of Whitewater CDA.

Sincerely,
WEST & DUNN, LLC

A handwritten signature in blue ink that reads "Benoit Letendre". The signature is written in a cursive style with a large initial 'B'.

Benoit Letendre

BML | hs

Enc. Rate Schedule

Proposed Attorneys

West & Dunn Municipal Contacts



Benoit Letendre
bletendre@westdunn.com
608-729-9270

May 10, 2024





Via U.S. Mail

Taylor Zeinert, Interim Economic Development Director
Whitewater Community Development Authority
312 W. Whitewater St.
P.O. Box 178
Whitewater, WI 53190

Re: Proposal for City CDA Attorney Services

CITY CDA ATTORNEY SERVICES FEE SCHEDULE

Item Description	Base Rate	Comments
Partner Rate	\$250.00/hr	Includes Attorney Benoit M. Letendre
Associate Rate	\$205.00/hr	Includes Attorneys Andrew J. Adams and Sean P. Griffin
Staff Rate	\$125.00/hr	Includes all staff
Miscellaneous Fees	Billed at cost	Includes filing, service, mailing, and other fees incurred by West & Dunn in the course of representation.

West & Dunn, 214 1st Street, Suite 200, Baraboo, WI 53913
www.westdunn.com | 608-535-6420 |  |  |  | 



Benoit Letendre
bletendre@westdunn.com
608-729-9270

May 10, 2024

Via U.S. Mail

Taylor Zeinert, Interim Economic Development Director
Whitewater Community Development Authority
312 W. Whitewater St.
P.O. Box 178
Whitewater, WI 53190

Re: Proposal for City CDA Attorney Services

Below please find a list of West & Dunn, LLC's proposed attorneys with their years of relevant experience.

Benoit M. Letendre*	Licensed Since 2010	14 Years of Experience in Municipal Law
Andrew J. Adams	Licensed Since 2018	6 Years of Experience in Municipal Law
Sean P. Griffin	Licensed Since 2023	1 Year of Experience in Municipal Law
Richard W. Cross	Licensed Since 1977	35 Years of Experience in Municipal Law
David. J. Pawlowski	Licensed Since 1990	14 Years of Experience in Municipal Law

* denotes principal attorney



Benoit Letendre
bletendre@westdunn.com
608-729-9270

May 10, 2024




Via U.S. Mail

Taylor Zeinert, Interim Economic Development Director
Whitewater Community Development Authority
312 W. Whitewater St.
P.O. Box 178
Whitewater, WI 53190

Re: Proposal for City CDA Attorney Services

Below please find a list of West & Dunn, LLC's current municipal clients. Each of them have consented to West & Dunn sharing this information with you.

Village of Lake Delton	Timothy McCumber	(608) 254-2558 ext. 227
Town of Merrimac	Stephanie Brensike	(608) 493-2588
City of Two Rivers	Greg Buckley	(920)793-5532
Town of Liberty	Pam Petersen	(920) 758-3707
Town of Liberty Sanitary Sewer District	Peggy Lentz	(920) 773-2791
Town of West Kewaunee	Dan Kassner	(920) 255-2751

West & Dunn, 214 1st Street, Suite 200, Baraboo, WI 53913
www.westdunn.com | 608-535-6420 |  |  |  | 