

**REQUEST FOR PROPOSAL: LEGAL SERVICES
FOR THE PERIOD 1 DEC 2017 – 30 NOV 2020**

INQUIRES AND PROPOSALS SHOULD BE DIRECTED TO:

JOSEPH BOOGREN, SUPERVISOR

FORSYTH TOWNSHIP

186 W. Flint Street

PO Box 1360

Gwinn MI, 49841

Phone: 906-346-9217

Fax: 906-346-3267

Email: jboogren@forsythtwpmi.org

I. **GENERAL INFORMATION.**

- A. **Purpose.** The purpose of this Request For Proposal (RFP) is to contract for legal services to be provided to Forsyth Township, MI, for the period 1 Dec, 2017 to 30 Nov, 2020.
- B. **Who May Respond.** Only attorneys who are currently licensed to practice law in the State of Michigan may respond to this RFP.

C. **Instructions on Proposal Submission.**

- 1. **Closing Submission Date:** Proposals must be submitted no later than 3:00 PM on Friday, the 27th of October, 2017.
- 2. **Intention to Submit.** Any Firms intending to submit a Proposal are requested, but not required, to inform Forsyth Township by mail, (Attn: Deputy Supervisor Stacy Filizetti) by telephone at 906-346-9217 or via email to stacy@forsyhtwpmi.org
- 3. **Inquiries:** Inquiries concerning this RFP should be mailed, or emailed, to the Township Supervisor at the addresses listed on page 1 of this RFP.
- 4. **Conditions of Proposal.** All costs incurred in the preparation of a proposal responding to this RFP will be the responsibility of the Offeror, and will not be reimbursed by Forsyth Township.
- 5. **Instructions to Prospective Contractors.** Your proposal should be addressed to:

Joseph Boogren
Supervisor, Forsyth Township
186 W. Flint Street (PO BOX 1360)
Gwinn MI 49841

- a. The Offeror's proposal should be submitted in a sealed envelope clearly marked in the lower left-hand corner with the following information

Request for Proposal
Forsyth Township
3PM 27 October
SEALED PROPOSAL for Legal Services

Failure to do so may result in premature disclosure of your proposal. It is the Offeror's responsibility to ensure that the proposal is received by Forsyth Township by the date and time specified above. Late proposals will not be considered. Hand delivered proposals will be accepted.

b. The proposal package should include an envelope sufficient for standard 8.5" x 11" paper, bearing the Offering Firms mailing address in the "to" position.

6. **Right to Reject.** Forsyth Township reserves the right to reject any, and all proposals received in response to the RFP. A contract for the accepted proposal will be drafted based on the factors described herein.

7. **Notification of Award.** Final selection will occur NLT 17 November. Upon conclusion of final negotiations with the successful Firm, all Offerors submitting a proposal in response to this RFP will be notified in writing. It is expected that the contract shall be for work performed as needed, invoiced monthly, and include a retainer. It is expected that contract language will include a provision for Forsyth Township to sever the agreement without penalty on 30 November 2018, and that the additional two-year period will automatically go into force if such severance is not enacted. Language providing for the successful Firm's early termination of services will be considered.

D. **Description of Entity.** Forsyth Township is a General Law Township in Marquette County MI, and is the largest Township, by area, in Marquette County MI. Forsyth Township is administered by an elected Township Supervisor, Clerk, Treasurer and two Trustees. The Supervisor, Clerk and Treasurer are each supported by a Deputy.

Forsyth Township's mission is to provide for the public interest and safety through adoptive ordinance and taxation, and via its subordinate Departments executing responsibilities in Assessing, planning and zoning, Fire and Emergency services (Volunteer), a full-time Police Force, and Public Works / Recreation. Public Works encompasses a municipal water and sewer system which supports some, but not all, geographic areas of the Township. Forsyth Township also includes a public library, which is fiscally augmented by the Township, but maintains great autonomy as provided for in MI law and statute.

II. **SCOPE OF SERVICES.** The Offeror shall be readily available to perform the following legal services, as requested by the Township Supervisor (as Legal Agent) or the full Township Board:

1. Review, draft, and negotiate (if requested) contracts and leases

2. Advise on individual labor and employment matters
3. Draft, Amend, Update, Consolidate Township Ordinances
4. Review, as requested, personnel, fiscal and other policies
5. Attend Forsyth Township Board meetings, Special Meetings and Public Hearings
6. Advise on Government Grant and contract issues
7. Advise on responses to subpoenas, court orders and requests for information from third parties.
8. Defend lawsuits, administrative claims, or other legal claims
9. Conduct litigation as necessary
10. Other legal services as needed.

Offeror shall be prepared to submit detailed billing statements for all services billed at an hourly rate, or quarter increment thereof. When invoicing, Offeror shall include summaries of work performed.

III. PROPOSAL CONTENTS. The Offeror's proposal shall, as a minimum, include the following information:

A. **Legal Experience.** The Offeror should describe its legal experience, including the names, addresses, contract persons, and telephone numbers of at least three clients, preferably municipal clients. The Offeror should specifically detail experience in municipal government, experience representing or defending Municipal Law Enforcement, and cite circumstance and result of recent cases for which it defended or represented a Municipality in any capacity.

B. **Attorney Qualifications.** The Offeror should describe the qualifications of attorney(s) to be assigned to the representation. Descriptions should include:

1. Prior experience of the individual attorneys likely to either supervise or be assigned to the representation. Resume or Biographic are welcomed.

C. **Price.** The Offeror's proposed price should include information on the hourly billing rate and any charges for additional services that may be charged. Also include a monthly flat rate fee that would be charged to advise on routine matters that could be handled over the telephone or otherwise without extensive research or other legal work. This fee would include the provision for attending the monthly Forsyth Township Board meeting and a maximum of 6 additional special meetings or stand-alone public hearings throughout the contract year – any meetings in excess would be invoiced at the agreed upon hourly rate.

IV. Proposal Submission Guidelines. Offerors shall limit submissions to a **maximum** of fifteen 8.5 x 11" pages, including any resumes/biographies, and excluding a cover page. There is

no minimum page count requirement. Submissions should be single-spaced, using Calibri (Body) font, and 12 pitch type.

V. Proposal Evaluation.

A. **Submission of Proposals.** All proposals shall include an Original and five copies.

B. **Evaluation and Procedure Criteria.** The Forsyth Township board will review all proposals. The Board may request a meeting with some qualified Offerors prior to final selection. Proposals will be reviewed in accordance with the following criteria, with no single selection criteria either disqualifying or assuring:

1. Proposed approach to scope of work
2. Level Of experience of Offeror
3. Offeror's experience in Municipal Law
4. Offeror's record of performance in Municipal Law litigation and representation
5. Response from references
6. Proximity to Forsyth Township
7. Cost
8. Interviews (if conducted)