

PROPOSAL FORM AND CONTENT

Proposals shall be prepared simply and economically, providing a straightforward, concise description of the proposer's capabilities to satisfy the requirements of this Request for Proposal, and should be easily reproducible. Emphasis should be on completeness and clarity of content and cost effectiveness of the proposal.

Not all the requested information may be applicable to your situation.

All pages of the proposal must be numbered consecutively. The proposal shall not exceed fifteen (15) pages in length. Resumes, licenses and work examples shall not count against this page limit. The proposal must be organized in accordance with the list of proposal contents.

Proposals should include the following items and must fall within the maximum page count. Proposal and cost schedule shall be valid and binding for sixty (60) days following the proposal due date and will become part of the contract that is negotiated with the city.

- A. Letter of Transmittal. All proposals must include a cover letter addressed to the City Administrator/Council, and signed by a duly constituted official legally authorized to bind the applicant to both its proposal and cost schedule. The cover letter must include name, address and telephone number of the proposer submitting the proposal, and name, title, address, telephone number, fax number and email address of the person, or persons, to contact who are authorized to represent the proposer and to whom correspondence should be directed.
- B. Table of Contents. Include a clear identification of the material by section and by page number.
- C. Executive Summary. The proposal shall use this section to introduce the scope of the proposal as general counsel services only and to summarize the key provisions of the proposal. Provide a statement describing why you or the firm is qualified to perform this work.
- D. Proposal. A description of how you or your firm propose to provide legal services to the city. This should address whether you propose a contract based solely on billable hours, or whether you are proposing a retainer for basic services with an hourly rate for additional services. This should also address issues such as office location; accessibility to city council members and city staff; attendance at city council meetings and occasional other meetings; services, if any, that you would expect to receive from the city; and if a firm, how you propose to manage the firm's provision of services to the city—for example, would there be a lead attorney and, if so, who would that attorney be and how would other attorneys be involved. Describe any work, whether by subject area or nature of work, which would not be covered by your compensation proposal.
- E. Fee Schedule. The proposal must describe the fee arrangement and whether you or your firm charge a monthly retainer fee, and if so, the fee and what services that fee will include. The city prefers a retainer fee. The proposal should include whether there is an hourly fee for services outside the

monthly retainer fee and what would they be. If the proposal is for an hourly rate, the proposal must provide a proposed hourly rate and fee schedule for all services and travel time. The proposal should address whether there are additional costs that will be billed separately and if so, at what rate. The proposal should indicate the frequency of billing.

F. Proposed Attorney(s), Paralegals and Qualifications. The proposal should:

- a. Summarize your, or the firm's, background and history; include number of years in business and scope of services you or your firm have provided.
- b. Describe your municipal legal services, training, experience, and current government clients; include number of years.
- c. Provide a statement describing the capability to respond to time-sensitive or short notice requests and/or complicated issues.
- d. Provide at least two examples of complex issues you or your firm have successfully handled for municipal or other public agency clients.
- e. Provide the date you would be able to begin providing legal services to the city; including how you propose to familiarize yourself with the laws, rules, regulations, and operating procedures relative to the conduct of business for the city in order to efficiently and effectively assume responsibilities.
- f. Provide the name and summary of experience of those who will provide legal support.
- g. Also, include the address of your office where most services will be rendered; and what days of the week and hours of the day you or your firm will be available for conversations.

G. Work Examples. The proposal should:

- a. Provide examples of two or more memos and letters explaining, interpreting, or applying the law to a client (preferably municipal or public entity).
- b. Provide two or more recent examples of filed legal briefs regarding a matter under litigation, preferably litigation involving a municipal or public entity.
- c. Provide two or more recent examples of an ordinance, resolution or other public policy document or rule drafted by you or your firm.

H. References. Provide contact information for three municipal clients, current and/or prior, so reference checks can be conducted.

I. Additional Information. Any other information that the proposer feels applicable to the evaluation of the proposal or of their qualifications for accomplishing the legal services should be included in this section. You may use this section to address those aspects of your services that distinguish you or your firm from others.

HOW TO APPLY/TIMELINE

Proposals may be mailed to:

City of Port Orford, Attention: City Attorney Proposal

PO Box 310

Port Orford OR 97465

Alternatively, proposals may be delivered to the City Hall, 555 W. 20th St., Port Orford, Oregon, in an envelope addressed to Attention: City Attorney Proposal. As a further alternative, proposals may be emailed as an attachment, with the email subject "City Attorney Proposal" and with the email addressed to portorfordshiring@gmail.com. The deadline for submission of proposals has been extended and will be open until the position is filled. Qualified applicants will be contacted for interview and follow-up.

INFORMATIONAL

The city of Port Orford has a population of approximately 1200 people with 15 employees. The City Website is portorford.org.

The city council meets regularly on the third Thursday of each month. Occasional work sessions, executive sessions, and special meetings may be held, based on need, and at the request of the mayor and city council. The city attorney will be required to attend city council meetings unless excused by the Mayor. This requirement can be fulfilled virtually.

Additional information, city charter, municipal code, development code, budgets and organizational information is available on the city's website at: <https://portorford.org>

EVALUATION/SELECTION OF PROPOSALS

Evaluation Criteria. The following information will be taken into consideration during the evaluation process.

- Qualifications identified in the proposals.
- Complete and clear responses to items in the Proposal Form and Content section. • Familiarity with laws and regulations governing Oregon local governments and operating procedures relative to conduct of city business.
- Demonstrated expertise and experience in the following areas as it relates to municipalities: land use and zoning law; franchise and right of way law; utility services; public contracting and purchasing law; drafting or reviewing municipal ordinances and resolutions; public meetings; public records; administrative law; government ethics; employment law; water law; labor law; urban renewal law; real estate law; and environmental law.
- Range of services offered and available support staff.

- Demonstration of workload capacity commensurate with the level of service required by the city.
- Professional reputation for providing high-quality services, ability to work cooperatively with city council, city manager, department heads and media.
- Demonstration of sound judgment, integrity and reliability as determined by the references provided.
- Cost of providing services as per the submitted retainer or hourly rate schedule. Please note that while proposed fees are a significant factor in determining the successful proposer, they are balanced against criteria specified in this section. Clarifications. The city reserves the right to seek clarification of each proposal submitted. The city also reserves the right to require other evidence of technical, managerial, financial, or other abilities prior to selection.

Selection Process: The successful attorney(s) or firm(s) will be the one that in the judgment of the city council best demonstrates the ability to cover the broadest range of legal services in the most cost-effective manner. If the council has satisfied the prerequisites of ORS 192.660(2)(a), the council may review proposals and conduct interviews with finalists in executive session pursuant to ORS 192.660(2)(a). No final decision will be made in executive session. Upon completion of the evaluation process, a member designated by the city council will advise the proposers of the selection and negotiate the appropriate agreement(s). The agreement(s) will define the extent of services to be rendered, method and amount of compensation. The city reserves the right to negotiate a final contract that is in the best interest of the city. The proposal will become a part of the agreement. The city attorney serves at the pleasure of the city council. The contract may be terminated at any time by the city council. Once a tentative agreement is prepared, it will be presented to the city council to award the personal services contract.

NOTICE/RESERVATION OF RIGHTS

In addition to all other rights granted to it under Oregon law, the city reserves the right to waive formalities in the proposal process; to accept or reject any or all proposals received as a result of this request; to request additional information concerning any proposal; to accept or negotiate modifications to any proposal; to negotiate with qualified attorneys; to interview any proposer; to cancel, in part or in its entirety, the request for proposals; or to waive any irregularities in any proposal following the proposal submission deadline date in order to serve the best interests of the city. The city also reserves the right to negotiate separately with any proposer whatsoever, in any manner necessary to serve the best interests of the city. This request for proposals does not commit the city to pay any costs incurred in the preparation of a proposal. All inquiries regarding this Request for Proposals should be directed to Pat Cox, Mayor, City of Port Orford.