



## **CITY OF LIBERTY LAKE REQUEST FOR PROPOSALS LEGAL SERVICES – GENERAL MUNICIPAL LAW**

The City of Liberty Lake invites interested individual attorneys and law firms to submit written proposals to provide general municipal legal services.

The city is seeking general municipal legal services, anticipated to be approximately 30 hours a month, which would include advising the City Council on quasi-judicial and legislative procedures or other matters specifically before the City Council that have not already been addressed by outside counsel through the staff. It is expected that this individual or firm will attend City Council work sessions, regular, and special meetings.

This individual or firm would be responsible for or assist with preparation and review of all City Ordinances, Resolutions, contracts and other legally-related documents; legal opinions and memorandums; review of public works projects; land use planning; purchasing and procurement; leasing, purchasing and sale of property; employment matters; public disclosure laws; and certain other limited legal services as designated by the Mayor.

The City is a member of Clear Risk Solutions. Clear Risk Solutions provides General Liability, auto, and other insurance coverage for the City. The individual or firm selected would work in conjunction with Clear Risk Solutions on City issues or claims against the City.

The City Council meets regularly on the first and third Tuesday of each month at 7:00 P.M. Occasional special meetings may be held, based on need, and at the request of the Mayor and City Council.

The individual or firm selected to provide general legal services will serve at the pleasure of the Mayor and may be removed per terms of an approved contract.

The city is prepared to review proposals from individuals or firms to serve as an independent contractor. The city is requesting that proposals include fees calculated on an hourly basis, or a monthly retainer based on 30 hours per month.

### **Requested Information:**

Proposals should include the following information. Proposers may submit additional information as deemed appropriate.

1. For individual proposers, employment history since 2000. For firm proposers, legal status of firm or predecessor forms of organization since 2000, including specialization of individual, firm, or predecessor organization.

2. Qualifications for providing general legal services, for each attorney likely to provide services, including:

A. Law School (including year of graduation), year of admission to Washington State Bar, and years of practice. Must be a member in good standing of the Washington State Bar Association.

B. Years of municipal or other public sector law practice as a full-time government attorney or specializing in municipal or other public sector law practice in a law firm or as a sole practitioner.

C. Particular areas of knowledge and experience in Washington government law, including but not limited to law related to cities. Examples of areas may include but are not necessarily limited to law related to:

1. Land use;
2. Personnel matters and labor negotiations;
3. Franchises and franchise fees;
4. Taxes, fees, and charges applicable to the State of Washington and local jurisdictions;
5. Annexation;
6. Police matters;
7. Public purchasing and contracting;
8. Municipal court prosecutions;
9. Planning, construction, and operation of public facilities such as street, water, sanitary sewer, and storm drainage facilities;
10. Urban renewal;
11. Open meetings, public records, and public disclosure;
12. Government ethics; and
13. Elections.

D. Litigation experience, including descriptions of representative cases and outcomes.

E. Drafting experience, such as drafting of contracts, memoranda, ordinances, and resolutions.

F. Experience giving oral advice such as during the course of City Council meetings and by telephone to city staff.

G. Other types of clients represented.

H. Affiliations or clients that could cause conflicts of interest regarding likely City Attorney matters.

3. How you propose to provide general legal services to the city. This should address issues such as office location; accessibility to City Council members and city staff; attendance at City Council, and occasional other meetings; services expected 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.

4. Proposed compensation for general legal services should be proposed at a fixed monthly amount based upon 30 hours a month.

As an independent contractor, this should include any proposal for expense reimbursements beyond payments for time. For a firm's proposal, if the proposed compensation will vary depending on which attorney does work, this should include the proposed method of charging for each attorney who will be performing work.

**Proposals may be mailed or hand-delivered to:**

Katy Allen, City Administrator  
Attention: Legal Services Proposal  
City of Liberty Lake  
22710 E. Country Vista Drive  
Liberty Lake, WA. 99019

Alternatively, proposals may be e-mailed as an attachment, with the e-mail subject "Legal Services Proposal" to [kallen@libertylakewa.gov](mailto:kallen@libertylakewa.gov). E-mail attachments should be in Word format. Consideration will only be given to proposals received by 5:00 P.M., Monday, November 16, 2015.

The city reserves the right to reject all proposals, to request additional information concerning any proposal, to accept or negotiate modifications to any proposal, to interview any proposer, and to waive any irregularities in any proposal following the proposal submission deadline date, in order to serve the best interests of the city.

All inquiries about this Request for Proposal and current legal services received by the city, including inquiries about past and current litigation, should be directed by e-mail to Katy Allen, City Administrator, at [kallen@libertylakewa.gov](mailto:kallen@libertylakewa.gov).