

**TOWNSHIP OF NORTHFIELD
WASHTENAW COUNTY**

**REQUEST FOR PROPOSALS
LEGAL SERVICES**

**Submission Deadline:
4:00PM on January 13, 2020**

**NORTHFIELD TOWNSHIP, WASHTENAW COUNTY
REQUEST FOR PROPOSALS
LEGAL SERVICES**

Background

Northfield Township is a mostly rural / small town community located in Washtenaw County halfway between Ann Arbor and Brighton. It encompasses a six mile by six mile area and has a population of approximately 8600 citizens. Its land use makeup is mostly residential, with a small downtown business district situated along U.S. 23 and adjacent to Whitmore Lake. The Township also has a small industrial area situated along U.S. 23 and North Territorial.

Overview of the Process

The Township Board has determined that it wishes to seek a Request for Proposal for Legal Services. The Township will receive sealed proposals for Legal Services consistent with the outline and request for information contained herein. Submittals must be submitted to the Township Manager at the Township Offices located at 8350 Main Street, Whitmore Lake, Michigan 48189 on or before January 13, 2020 at 4:00pm.

The Township Board will be provided copies of all submittals. The Board may schedule and conduct interviews of one or more submitting firms or individual. Within thirty days of receiving the proposals or as soon thereafter as possible, the Township Board will make its selection of the most qualified and appropriate candidates for legal services. The Township shall not be obligated to accept the lowest price proposal but will make an award to the firm or individual it believes is in the best interest of the Township after all factors have been evaluated. Selection of the Township's law firm or attorney will be made by a majority vote of the Board.

The Township of Northfield reserves the right to reject any or all proposals, waive technicalities, and make the award which is in the best interest of the Township.

Scope of Work

The Township of Northfield is seeking a qualified, experienced law firm or individual to provide legal services in the following area: General Township Legal Services. While it is the Township's desire to consolidate as much of its legal services with one law firm or individual, the Township reserves the right to select and/or retain separate counsel for particular areas of expertise and/or projects. All submittals should indicate which of the legal services the firm or individual is submitting a response and quote. However, the anticipated scope of work which should be addressed in the submittal for legal services, include but are not limited to:

1. General government business consultation with the Township Board, or as designated by the board, the Township Supervisor, Clerk, Treasurer, Manager, Department Heads, and Township Consultants;
2. At the direction of the Township Board or Township Manager, attend regular and/or special Township meetings, executive sessions, special meetings, and meetings of various boards, departments, and commissions. Regular Township Board meetings occur on the second and fourth Tuesday of each month at 7:00 p.m.;

3. Preparation, revision, and/or review of resolutions and ordinances at the direction of the Township Board and/or its designee. Said duties include review, prepare, and/or revise ordinances; review, arrange or prepare required notices at the direction of the Township Board and/or its designee; review and prepare all documents for the purchase and sale of real and personal property at the direction of the Township Board and/or its designee, including: preparation of deeds and interpretation of related public acts, tax assessing, and/or the tax implications of the same;
4. Prepare and/or review all contracts for professional service agreements and any other contracts entered into on behalf of the Township;
5. Represent the Township in all matters related to environmental regulation, intergovernmental relationships, zoning and development issues, and all other matters related to proposed developments before the Township Board, Planning Commission or any other Board of the Township;
6. Prepare, review, and otherwise consult the Township regarding all issues regarding bonds, annuities, election law, and financial matters of the Township;
7. Other duties include: review and prepare all resolutions for special assessments; assist Assessor when necessary including appearance, prosecution, and defense of cases before the Michigan Tax Tribunal and/or State Tax Commission; advise in matters of the various Boards and Commissions at the request of the Township Board; represent the Township as directed by the Township Board; review and provide consultation to the Township on various insurance matters; provide bankruptcy and foreclosure assistance regarding rehabilitation loans and tax collections; provide assistance in the collection of delinquent personal property taxes; and otherwise represent the Township as specifically requested and/or approved by the Township Board.
8. Represent the Township in all legal matters not handled by the Township Insurance Counsel before all State and Federal Courts including Trial and Appellate representation.

Minimum Qualifications for Township Attorney

Successful candidates for Township Attorney shall, at a minimum, possess the following qualifications:

1. Possess a Juris Doctorate degree from an American Bar Association accredited college or university.
2. Possess a valid license to practice law within the State of Michigan. Shall be licensed in Michigan for a minimum of ten (10) years.
3. Possess considerable knowledge and experience in municipal law and municipal legal issues.
4. Possess considerable knowledge and experience in contract law.
5. Possess considerable litigation and jury trial experience.

6. The law firm must disclose any conflicts of interest to their accepting an award of the contract, and if a conflict of interest exists, the manner in which said conflict of interest would be rectified, if said contract is awarded to the law firm or individual.

Elements to be Included in Proposals for Legal Services

At a minimum, the following information must be included in the proposal for services. Please provide the firm's or individual's response to each of the following elements on a separate page(s) of your response and in the order stated:

1. Scope of services to be provided to the Township (should be the same as those outlined under the "Scope of Work" section of this RFP). If for any reason the law firm is unable or unwilling to perform any particular duty required under the "Scope of Work" section, please specify the area not being submitted as part of the RFP. Please note, the Township Board may decide to retain its current counsel or select different counsel for the different areas of services requested (i.e., labor, prosecutions). If for any reason the Township's decision to select or retain multiple firms for specific services will affect your overall proposal/submittal, please specify how your proposal will be so affected.
2. Background of the law firm or individual, including areas of specialty, number of years in business, and other relevant information. Please specify the number of qualified lawyers who may be performing services on behalf of the Township and attach resumes for same.
3. Complete professional resume and work-related references (preferably municipal references) for the individual(s) being proposed to serve as Township Attorney(s).
4. Synopsis of at least five documented cases relevant to the Township's scope of services argued by the proposed personnel and status of outcome.
5. A sample statement that the firm will provide to the Township of Northfield detailing its billing. Said statement should break down the legal services costs by legal issue, time spent on each issue, prosecution and defense time spent in district court, circuit court, and on general legal work, and other relevant billing detail. Billing shall be prepared and submitted to the Township on a monthly basis.
6. A statement of the hourly fee schedule for providing legal services and all other fees, including travel and other expenses to include at a minimum: all administrative fees, copier and facsimile fees, phone or other service related fees, and any and all other fees required to perform the duties of Township attorney.

The Township encourages applicants to be creative in providing the most cost effective service. If an applicant can reduce its hourly rate based on more than one service being awarded, please specify what services must be awarded to permit the reduced hourly rate. Furthermore, any proposals for a flat fee arrangement must specify all conditions of the arrangement.

7. A statement that the Township attorney will attend and be available for meetings of the Township Board of Trustees and the Township's other Boards and Commissions as requested by the Township Board, Township Manager or its designee.
8. A statement that the law firm guarantees to maintain worker's compensation and unemployment compensation insurance coverage for its employees at all times while providing legal services to

the Township of Northfield.

9. A statement that the law firm guarantees to maintain general liability and professional liability malpractice coverage for its employees of not less than \$1 million at all times and general liability insurance for not less than \$1 million per occurrence while providing legal services for the Township of Northfield.

Fee Structure

In addition to the above, the Township remains open to a variety of compensation approaches, including hourly rates and/or retainer rates with "add-ons." If the applicant wishes to provide a proposal for any definable service on a flat rate monthly or yearly basis, please specify in your proposal. Such a proposal should specify and define the specific work to be performed on a flat rate, the amount on a monthly or annual basis, and specify in detail any add-ons, additions or reductions contemplated within the proposal.

THE TOWNSHIP RESERVES THE RIGHT TO NEGOTIATE THE TERMS AND SCOPE OF LEGAL SERVICES IN THE BEST INTEREST OF ITS NEEDS. IT IS CONCEIVABLE THAT ONE ATTORNEY OR LEGAL FIRM COULD BE SELECTED FOR GENERAL LEGAL SERVICES AND A DIFFERENT ATTORNEY OR FIRM COULD BE SELECTED FOR A SPECIFIC SERVICE, SUCH AS LABOR AND/OR PROSECUTION SERVICES.

SUBJECT TO THE ABOVE, THE TOWNSHIP ANTICIPATES ENTERING A FEE BASED AGREEMENT FOLLOWING SELECTION OF A QUALIFIED FIRM OR INDIVIDUAL FOR A PERIOD OF ONE YEAR, WITH THE RIGHT TO EXTEND THAT AGREEMENT FOR ADDITIONAL ONE YEAR PERIODS ON MUTUAL WRITTEN CONSENT. THE AGREEMENT WOULD BE TERMINABLE UPON 30 DAYS WRITTEN NOTICE BY EITHER PARTY, WITHOUT CAUSE. BILLABLE TIME AND EXPENSES WOULD BE PAID IN ACCORDANCE WITH THE TOWNSHIP'S CURRENT POLICY. THE TOWNSHIP CURRENTLY BENEFITS FROM OTHER PROFESSIONAL CONSULTANTS' PARTNERSHIP EFFORTS INCLUDING WAIVER OF FEES AND COMPENSABLE TIME FOR LEADERSHIP BASED INITIATIVES IN THEIR APPLICABLE FIELD, OF WHICH THE SELECTED FIRM WILL BE ASKED TO PARTICIPATE. A PROPOSAL MAY INCLUDE A SUMMARY OF THE ANTICIPATED TERMS OF AN AGREEMENT, INCLUDING A STATEMENT OF GENERAL PHILOSOPHY ON THE ATTORNEY CLIENT RELATIONSHIP THE TOWNSHIP MAY EXPECT.

NINE COMPLETE COPIES OF THE PROPOSAL AND ONE PDF COPY VIA EMAIL MUST BE RECEIVED IN TOWNSHIP OFFICES BY 4:00PM ON JANUARY 13, 2020. THE ORIGINALS AND COPIES MUST BE ADDRESSED TO:

Northfield Township
ATTN: Steve Aynes, Township Manager
8350 Main St.
P.O. Box 576
Whitmore Lake, MI 48189

ayness@northfieldmi.gov

NON-COLLUSIVE PROPOSAL CERTIFICATION

By submission of this proposal, the law firm certifies that:

1. This proposal has been independently arrived at without collusion with any other law firm or with any competitor or potential competitor.
2. This proposal has not been knowingly disclosed and will not be knowingly disclosed, prior to the opening of proposals for this service, to any other law firm, competitor or potential competitor.
3. No attempt has been or will be made to induce any other person, partnership or corporation to submit a proposal.
4. The person signing this proposal certifies that he/she has fully informed themselves regarding the accuracy of the statements contained in this certification, and under the penalties of perjury, affirms the truth thereof, such penalties being applicable to the law firm as well as to the person signing on its behalf.

By:

Its:

Address:

Contact:

On behalf of Northfield Township, thank you for responding to our request to provide legal services.

As you know, there are many qualified law firms and individual lawyers who are capable of providing the Township with legal services. While your full response to the Legal RFP will be reviewed in its entirety, we are requesting that all responding firms provide a summary of their proposal for ease of review by the Township Board of Trustees. The requested document should be marked as "Addendum 1" and address each of the following topics:

Firm / Attorney Name:	
Primary / Lead Attorney	
Hourly Rate: General Township Services	
Alternate rate options:	
Additional Costs (copying charges, mileage, phone, etc.)	
Size of Firm:	
Primary / Lead attorney's relevant experience and years of practice:	
State the areas of legal expertise in which the firm can provide a specialized attorney(s):	
State any conflict or other failure to meet the conditions of the Legal RFP (req'd insurance, etc.):	
Brief Statement of firm's unique qualifications and benefits to Northfield Township:	
References:	

Please provide your response in the order and format provide above.

Again, thank you for providing a proposal for legal services. If you have any questions, contact Township Manager, Steve Aynes at (734) 449-2880 ext. 12.