

**CITY OF DICKINSON**  
**REQUEST FOR PROPOSALS**  
**CITY ATTORNEY SERVICES**  
*(public advertisement)*

**Proposal Due Date: June 21, 2019**

The City of Dickinson invites proposals from qualified attorneys or law firms for contracted city attorney services. Proposals are due to City Hall by 12:00 p.m. on June 21, 2019. The City seeks to contract with a qualified lawyer or law firm to provide general legal consultation and serve as the City Attorney. Such representation will include general municipal law, land use, personnel and labor relations, open meeting requirements, and open records laws. Attendance at a variety of meetings to include City Commission, Planning and Zoning Commission, and city staff meetings will be required.

Proposals may be mailed, e-mailed, or hand-delivered to the City of Dickinson. Please see the RFP document for specific information regarding delivery.

Lawyers providing city attorney services to the City of Dickinson must meet the following minimum qualifications:

- Juris Doctorate degree from a law school accredited by the American Bar Association.
- Member in good standing of the North Dakota Bar.
- Preference may be given to lawyers or law firms with prior municipal government experience.

The City of Dickinson reserves the right to reject any or all proposals, waive technicalities or irregularities in any bid or in the bid process, and to accept any proposal if such action is believed to be in the best interest of the City.

Any questions may be directed to City Administrator Joe Gaa at (701) 456-7739.

Dated: June 4, 2019

/s/ Joe Gaa  
Dickinson City Administrator

**CITY OF DICKINSON  
REQUEST FOR PROPOSALS  
CITY ATTORNEY SERVICES**

**Proposal Due Date: June 19, 2019**

The City of Dickinson invites proposals from qualified attorneys or law firms for contracted city attorney services. Proposals are due to City Hall by 12:00 p.m. on June 21, 2019. The City seeks to contract with a qualified lawyer or law firm to provide general legal consultation and serve as the City Attorney. Such representation will include general municipal law, land use, personnel and labor relations, open meeting requirements, and open records laws. Attendance at a variety of meetings to include City Commission, Planning and Zoning Commission, and city staff meetings will be required.

Proposals may be mailed, e-mailed, or hand-delivered to the City of Dickinson.

Lawyers providing city attorney services to the City of Dickinson must meet the following minimum qualifications:

- Juris Doctorate degree from a law school accredited by the American Bar Association.
- Member in good standing of the North Dakota Bar.
- Preference may be given to lawyers or law firms with prior municipal government experience.

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### **Introduction**

Dickinson has an estimated population of 25,000 people. Over the past several years, Dickinson has experienced rapid population growth as a part of the Bakken oil field development. Additional information about the City of Dickinson is available on the City's website at [www.dickinsongov.com](http://www.dickinsongov.com).

The City government consists of approximately 200 employees, and operates under a Commission form of government. The City Commission consists of five members, including a Commission President. All City Commission members are elected at-large. The City Administrator is hired by and reports to the City Commission and directs all City operations.

### **Legal Services**

The City Attorney is responsible to the City Administrator and the Board of City Commissioners for all law-related matters involving the City. The City seeks a contracted city attorney for the purposes of providing legal advice in a variety of municipal law issues. The contracted city attorney will serve at the discretion of the City Commission, and will coordinate with the City Administrator on day-to-day matters. The contracted city attorney will consult with and make

recommendations regarding legal matters to the City Commission, city staff, or other city boards or commissions. The contracted city attorney is not a city employee, and all services will be provided via contract.

The contracted city attorney will be expected to attend all City Commission meetings and advise the City in general legal matters. Attendance is also expected at city staff meetings, Board of Adjustment meetings, Planning and Zoning Commission meetings, and other meetings as necessary. While it is not expected that the city attorney will not maintain a full-time office at city hall, it is anticipated that they will spend a necessary amount of time at City Hall each week to work with staff on current issues. This includes drafting and reviewing documents in advance of City Commission meetings.

Timeliness of response and accessibility to the contracted city attorney is an important aspect of the service. Accessibility includes the ability to be generally available to attend meetings in person on short notice and the ability to be reached promptly by telephone and/or e-mail.

### **Compensation**

Compensation for services provided will be considered in any of the following scenarios.

1. Monthly, lump sum rate
2. An hourly rate
3. A combination of lump sum rate and hourly rate

### **Contract Term**

The City anticipates a two-year contract, with the option for renewal.

### **Schedule**

The City anticipates the following schedule, which may be adjusted as necessary:

RFP Release Date:	June 5, 2019
RFP Submission Date:	June 21, 2019
Commission Consideration:	July 2, 2019
Anticipated Start Date:	July 8, 2019

### **How to Respond**

Please provide a written response with an answer to each inquiry in the order below.

#### **1. Firm History and Experience**

Provide a brief narrative description of the firm, the lawyers involved in the firm, and any particular areas of expertise for the firm. Identify any other municipal clients of the firm. Identify any prior experience with municipal issues, including planning and zoning, human resources, and contract negotiation.

## **2. Proposed Attorney**

- Identify the lawyer or lawyers proposed to provide services to the City. The City prefers to work with one lead or principal lawyer as the municipal prosecutor, although other lawyers may also provide assistance.
- Provide a resume or similar description for the lawyer or lawyers proposed to provide services to the City, with any necessary detail describing prior experience similar to what will be expected of the City's contracted city attorney.
- If additional lawyers or other resources are available through the firm with particular specialties relevant to the City, please identify such individuals and specialties as well.

## **3. Compensation**

Provide the anticipated rate for legal services that the firm offers to the City. Such rate should be inclusive of all service costs, including any necessary administrative or secretarial support. The firm may propose: 1) a flat monthly rate for all services provided, 2) an hourly rate for all services provided, or 3) a combination of the two such as a base monthly rate and an hourly rate for additional services. Although the City will consider the firm's proposed fee structure as a best offer, the City reserves the right to negotiate terms of the contract as needed in order to best meet the needs of the City.

**Contract Negotiations:** The City of Dickinson reserves the right to negotiate all elements which comprise the apparent successful proposal to ensure that the best possible consideration is afforded to all concerned. City representatives and the selected finalist will review in detail, all aspects of the requirements and the proposal. During the review of the most favorable, apparent successful proposal, the firm may offer and the City may accept revisions to the proposal.

### **Submit Proposals to:**

Joe Gaa, City Administrator  
99 2<sup>nd</sup> Street East  
Dickinson, ND 58601  
[joe.gaa@dickinsongov.com](mailto:joe.gaa@dickinsongov.com)