

Request for Proposal for Legal Services

For the period

March 1, 2019 through December 31, 2022

Inquiries and Proposals should be directed to:

Mayor Theresa Jarvis
City of Oak Grove
PO Box 250
Oak Grove, KY 42262
(270) 439-4646
theresa.jarvis@oakgroveky.org

1. **General Information:** This request for proposal (RFP) is to contract for legal services to be provided for the City of Oak Grove for the period March 1, 2019 through December 31, 2022. Only attorneys who are currently licensed to practice law in the state of Kentucky or law firms including such attorneys may respond to this RFP.
2. **Instructions for Proposal Submission:**

All proposals must be submitted by January 31, 2019.

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All costs incurred in the preparation of a proposal responding to this RFP are the responsibility of the proposer.

The City of Oak Grove reserves the right to reject any and all proposals received in response to this RFP. A contract for the accepted proposal will be drafted based upon the factors described in the RFP and upon agreement by both parties.

A final decision will be made by the City of Oak Grove by February 15, 2019. Upon the conclusion of final negotiations with the successful firm, it is our desire to enter into a contract by March 1, 2019.

3. **Description of the City of Oak Grove:**

The City of Oak Grove is a small local government entity comprised of the following departments: police, fire, EMS, community center, water utility, roads and grounds, and stormwater utility. The annual budget for the City of Oak Grove is approximately \$6 million dollars. The City of Oak Grove has approximately 45 full-time and 10 part-time positions.

4. Scope of Services:

The proposer shall be readily available to perform the following legal services as requested by the Mayor, City Council, and department heads:

- a. Review, draft and present to the City Council ordinances and resolutions.
- b. Review, draft and negotiate contracts and leases.
- c. Advise on legal issues, personnel issues, and open record requests.
- d. Review and draft personnel, fiscal and other policies.
- e. Attend all meetings of the City Council. Regular City Council meetings are the first Tuesday of each month at 6:30 PM. Special City Council meetings are scheduled as needed.
- f. Attend all department head meetings. Department head meetings are held once each week and last about 1 hour.
- g. Advise on lawsuit and litigation issues. The City of Oak Grove's insurance provider will assign an attorney to handle any lawsuits, EEOC complaints, etc...
- h. Other legal and advisory services as needed.

The proposer shall submit a detailed billing statement each month for all services billed at an hourly rate, if any, broken down in to quarter hour time increments. The proposer shall also include a summary of work performed and time spent on services performed under the flat monthly fee as discussed below.

5. Proposal Contents: The proposal shall include at a minimum the following;

- a. The proposer should describe the legal experience and qualifications of the firm and attorneys who may provide services for the City of Oak Grove.
- b. The proposer should detail information on the hourly billing rates of each attorney or other legal staff who is expected to work on this representation and charges for administrative expenses, if any, such as copies and faxes. Also, the proposer should include a monthly flat fee, if any, that may be charged for mandatory attendance at the monthly City Council meeting, the weekly department head meeting and to be on stand-by 24 hours per day as the City's legal counsel.

6. Proposal Evaluations: The Mayor of the City of Oak Grove and appropriate staff will review all proposals. The Mayor may request a meeting with proposers prior to the final selection. Proposals will be reviewed in accordance with the following criteria:

- a. Legal experience and qualification of the firm and attorneys.
- b. The proposer's experience with local government.
- c. Cost
- d. Interview(s) if conducted.