

**VILLAGES OF ALLOUEZ
AND HOWARD REQUEST
FOR PROPOSALS FOR
LEGAL SERVICES**

I. STATEMENT OF PURPOSE

The Villages of Allouez and Howard (the "Villages") invite attorneys qualified to practice law in the state of Wisconsin to submit a proposal to provide general legal services for the Villages.

This RFP and the interview process will be operated jointly by the Villages. However, each Village Board will make a separate determination on the applicant with whom they will contract and the selection will not be dependent on the action of the other community.

II. GENERAL INFORMATION

The Villages of Allouez and Howard are located in Brown County and are in need of legal services as a result of the retirement of their longtime Village Attorney Dennis Duffy. The Village of Allouez has an estimated population of 13,711 and is served by a Village President and six Trustees. The Village of Howard has an estimated population of 19,295 and is served by a Village President and eight Trustees. Both communities employ Village Administrators, are members of the Central Brown County Water Authority, and contract for police services through the Brown County Sheriff's Department. Both communities also operate independent municipal courts.

III. SERVICES TO BE PROVIDED

- A. Provide general legal counsel for the Village(s), the Village Board(s) and officials of the Village(s). When requested by authorized personnel, the attorney shall give written legal opinions, which are to be filed with the Village(s)
- B. Serve as prosecutor in Municipal Court and handle appeals from Municipal Court.
- C. Function as legal advisor to all Departments of the Village(s) government and represent the Village(s) in legal matters as requested.
- D. Draft ordinances, resolutions, contracts, and other documents as may be required by the Village Board and/or Village officials.
- E. Represent the Village(s) and advise the Board of Review during meetings.
- F. Apprise Village officials as needed about changing laws and other legal matters that may be of interest and/or concern to the Village(s).
- G. Render oral advice to the Village Board members and Village Staff.
- H. Assist as necessary in the processing of insurance claims and coordinate with the various insurance carriers.
- I. Attend meetings of Village bodies as requested.
- J. Provide storage of existing files currently maintained by Attorney Duffy.

Legal services will be primarily limited to general inquiries and support and prosecution.

IV. PROPOSAL REQUIREMENTS

Submittals should include responses to each of the following items. Include other information as appropriate to address the services the Village(s) can expect from the attorney.

- A. Profile and history of yourself and your firm including attorneys in the firm and a list of the principals. Indicate the attorney(s) who will be responsible for work performed for the Village(s).
- B. A listing of all current and past municipal government clients including the name and telephone number of the client contact.
- C. Current fee schedule. Indicate whether the fee schedule varies for different types of legal work or by attorney. Be sure to include travel fees as well.

V. EVALUATION CRITERIA

Submittals will be evaluated based on the following criteria:

- A. Qualifications and experience of the attorney and/or firm in working with municipal government.
- B. Experience and availability of staff assigned to serve the Village.
- C. Scope and cost of services.
- D. References.

VI. TERMS AND CONDITIONS

- A. The Village(s) reserve(s) the right to accept or reject any or all proposals. The Village(s) reserve(s) the right to award a contract to the next most qualified attorney/firm if the successful attorney/firm does not execute a contract within thirty (30) days after award of the proposal.
- B. The Village(s) reserve(s) the right to request clarification of the information submitted and to request additional information of one or more applicants.
- C. The attorney's/firm's proposal must be received at the address below by 4:30 p.m. on Thursday December 29, 2016:

Village of Howard
Attn: Paul Evert, Village Administrator
2456 Glendale Avenue
Howard, WI 54313

- D. All questions regarding this request for proposals should be addressed to Paul Evert, Village Administrator, at (920) 434-4640 or pfevert@villageofhoward.com.

TENTATIVE SELECTION SCHEDULE

The following tentative schedule will be followed for selection of an attorney:

- A. December 5, 2016 – RFP advertised and mailed to attorneys
- B. December 29, 2106 – Proposals due
- C. January 15, 2016 – Selection of firms for interviews and scheduling
- D. January 15-30, 2016 – Interviews with selected attorneys/firms
- E. February 7, 2017 – Allouez Village Board reviews recommendation for appointment.
- F. February 13, 2017 – Howard Village Board reviews recommendation for appointment
- G. March 1, 2017 – Term of appointment commences