



Box 263
Audubon, Minnesota 56511
218-439-6582 • Fax 218-439-3910
<http://www.audubonmn.govoffice2.com/>

**REQUEST FOR QUALIFICATIONS
AND
PROPOSALS TO PROVIDE MUNICIPAL LEGAL SERVICES**

November 14, 2022

City of Audubon
357 4th Street PO Box 263
Audubon MN 56511
Stephanie Poegel, Clerk-Treasurer
Phone (218) 439-6582
cityofaudubon@loretel.net
www.audubonmn.govoffice2.com

A. INTRODUCTION:

The City of Audubon is requesting qualifications and proposals from firms experienced in municipal law to provide legal services to the City. As City Attorney, the selected law firm will be expected to provide a wide and diverse range of legal services. The City Attorney will be selected by the City Council and will work closely with elected officials, the City Clerk-Treasurer, Department Heads and various other City Staff.

B. BACKGROUND

The City of Audubon is located in Becker County, 7 miles west of Detroit lakes, encompasses approximately three-quarter square mile and serves 560 residents. A Statutory Plan "A" City, consisting of a Mayor and four Councilmembers, the City Council meets the second Monday of the month at 6:30 p.m.

The City provides a range of services including; Water, Sewer, Fire, Rescue, Law Enforcement, Parks and a Community Hall. In total, the City maintains 4 full-time employees, 1 part-time employee, approximately 20 paid on call fire fighters, 5 rescue team volunteer members, and 3 regular consultants. (e.g., City Attorney, City Engineer). Currently, the City maintains the following hours of operation: Monday through Friday 9:00 a.m. – 4:30 p.m., and works with Ramstad, Skoyles & Winters P.A. for all legal services.

C. GENERAL INSTRUCTIONS

1. Responses must provide complete information as described in this request. Proposal must be submitted by 1:00 p.m. on December 23, 2022: to
City of Audubon
Attn: Municipal Legal Services RFP
P.O. Box 263
Audubon MN 5651
cityofaudubon@loretel.net
2. Questions about this RPF may be directed to the City Clerk-Treasurer
(218)439-6582 Ext. 2
cityofaudubon@loretel.net
3. The City will not reimburse any expenses incurred by the firm submitting the responses including, but not limited to, expenses associated with the preparation and submission of the response to this invitation and attendance at interviews.
4. The City reserves the right to reject any and all proposals, to request additional information from any and all proposers, and to suggest modification to the terms and conditions of a retainer agreement from that offered by a proposer.

D. BASIC SERVICES REQUESTED:

Basic services, for the purpose of this proposal, shall include those legal services generally understood within the field of municipal law to fall within the category of "general counsel" work, and shall include, but not necessarily be limited to, the following:

- Routine legal advice, electronic communication, telephone, and personal consultations with the elected officials, City Clerk-Treasurer, Department Heads and various other City Staff, as appropriate.
- Attendance, at regular City Council meetings and other special City Council, Board, Commission or Committee meetings, as requested by elected officials or the City Clerk-Treasurer.
- Assistance in the preparation and review of ordinances, resolutions, agreements, contracts, forms, notices, certificates, deeds and other documents as necessary and required by the City.
- Legal advice and opinions concerning legal matters that affect the City.
- Legal advice to the Council and all boards, Commissions and Committees.
- Legal advice pertaining to Human Resource issues. Provide guidance and advice on City employment related personnel matters, including, but not limited to, personnel policy, FLSA, Workers Compensation, Veterans' Preference, PERA, employee disciplinary and grievance matters as well as the handling of interest and grievance arbitration.
- Advice on open meeting law, data practices and data privacy issues.

- Legal work pertaining to property acquisition, property disposals, public improvements, easements, right-of-way vacations, eminent domain, etc.
- Legal work pertaining to legal documents as required by the City’s Zoning and Subdivision Codes.
- Enforcement of City Codes and zoning regulations through administrative and judicial actions.
- Defend the City in litigation that is not covered by liability insurance, as necessary.
- Initiate litigation on behalf of the City, as requested by the City Council.
- Criminal prosecution services such as, but not limited to: Traffic Offenses, Ordinance Violations, etc.

E. REQUIRED PROPOSAL ELEMENTS BACKGROUND

Describe the nature of your law firm’s practice and the firm’s qualification for providing City Attorney services.

F. Compensation:

Hourly fees only firms desiring to be considered for City Attorney services as contemplated by this RFP shall indicate the hourly dollar amount of fixed and/or hourly fees and costs your firm will charge for providing the “Basic Services Requested” detailed in the RFP. Describe specific services and the hourly fee for any services that would be outside the Basic Services Requested. HOURLY FEES ONLY: HOURLY BILLING – Please quote the dollar of fixed and/or hour fees and costs your firm will charge for providing legal services to the City of Audubon covered by your proposal. For the hourly fees portion of your proposal, please identify the hourly rate of each attorney and support personnel. Identify the minimum increment of time billed for each service, e.g. phone calls, correspondence, personal conference. Also state separately the rate for any other cost items proposed to be itemized and billed (i.e. photocopying, Westlaw or Lexis fees, overhead factor, etc.). The City requires detailed monthly billing statements that shall include but are not limited to the following items:

1. Itemize the date of services.
2. Identify the attorney and/or support personnel providing the service.
3. List the time spent for each service or activity by tenths of an hour.
4. Provide a detailed description of the services performed.
5. State the fees for those services.
6. Organize billing for general corporate work by department, type of services, and/or project.
7. Itemize all associated costs and expenses related to the service performed.

Request for Proposals and Selection Schedule

Distribute RFP:	November 14, 2022
Advertise RFP:	November 20, 2022
RFP Submittal Deadline:	December 23, 2022 at 1:00 PM
Committee Review of Proposals Presented by Applicants:	December 27 – 30, 2022
Appointment of Contract:	January 9, 2023
Start Date:	January 10, 2023