



REQUEST FOR PROPOSALS (RFP)

LEGAL SERVICES for Colerain Township

Release Date:

Response Deadline:

4200 Springdale Road
Colerain Township, OH 45251

513-385-7500

**GUIDELINES AND INSTRUCTIONS
FOR REQUEST FOR PROPOSAL (RFP) FOR LEGAL SERVICES**

Colerain Township
4200 Springdale Road
Cincinnati, Ohio 45251
Phone: 513-385-7500

NOTICE TO RESPONDENTS

Colerain Township is soliciting proposals for legal services as Township's Law Director until, October 26, 2018.

All clarifying questions for this proposal should be direct to Geoff Milz, Township Administrator, via email at Gmilz@colerain.org. All questions should be submitted by October 19, 2018.

Six hard copy, signed proposals should be submitted to the Township to the attention of Geoff Milz, Administrator, Re: Legal Services RFP, at the address listed above not later than 1:00 p.m., October 26, 2018.

Respondents should be aware that any records they submit to the Township, or that are used by the Township may be public records. The Township will promptly disclose public records upon request unless a statute exempts them from disclosure. Respondents should also be aware that if even a portion of a record is exempt from disclosure, generally, the rest of the record must be disclosed.

GENERAL INFORMATION

The Administrator of Colerain Township, Hamilton County, Ohio invites attorneys/firms, who possess the capability, expertise, and experience to provide various legal services, to submit a response in accordance with the stated requirements.

The proposal must cover the following:

- a) General Duties & Responsibilities as Township Law Director
- b) Specific specialized services offered by the attorney/firm

The purpose of the request is to consider an attorney/firm to serve as Township Law Director with the backing and support of a team of attorneys that can provide a wide array of services in a timely manner. In general, the Township is looking for a firm that has experience in the following areas:

- General municipal laws
- Labor law
- Zoning laws
- Economic development laws
- Property/real estate law
- Resolution development and interpretation

- Contract law
- Eminent Domain
- Trial activity
- Criminal Prosecution

All responders should be aware that the Township expects the firm/attorney to be present at meetings of the Board of Trustees, Housing Court, and other meetings/Boards as requested by the Township Administrator.

TIMELINES

- | | |
|------------------------------------|---------------------------------------------|
| 1. Township Trustees RFP Approval: | October 9, 2018 |
| 2. Proposal Deadline: | 1:00 p.m. (local time) on October 26, 2018. |
| 3. Interview(s), if necessary: | November 13, 2018 |
| 4. Projected Township approval: | December 11, 2018. |

The township will not be responsible for proposals that are received after the 1:00 p.m. deadline on October 26, 2018.

Although the award may be effective December 11, 2018, actual transition (if applicable) will not take place until an adequate period of transition has occurred to ensure proper representation of all legal matters pending within the Township.

EVALUATION CRITERIA

Proposals will be evaluated by a selection Committee comprised of, but not limited to: Township Administrator, Assistant Township Administrator, and Finance Director.

The hourly fee for services will NOT be the sole determining factor in designating the attorney/firm. The Township understands that it is important to use a structured process that fairly compares different agencies based on a number of factors. The criteria for evaluating the proposals will be based upon a combination of the factors, including but not limited to the following:

1. Attorney/Firm Qualifications
2. Experience with Public Sector
3. Proximity to Colerain Township.
4. List of General & Specialized Services
5. Demonstrated Experience with Specialized Services
6. # of Attorneys Available to Colerain Township
7. Public Sector References

Colerain Township Trustees must still approve a final contract and vendor selection before the process is completed.

Proposal Format

All proposals shall be submitted in the following format. Failure to abide by this format may result in the disqualification of the submission.

It is requested that all proposals be submitted in the following format to expedite the review and selection process.

1. Cover Letter – A cover letter signed by an individual who is authorized to bind the firm on all matters pertaining to legal services.
2. Experience with Public Sector – A list of past and current public sector clients and specific legal services provided. This list should identify public sector clients that were represented within the past five years.
3. Location – Physical location of firm.
4. List of General & Specialized Services – A complete list of general and specialized services you are proposing or are capable of providing to Colerain Township.
5. Experience with Specialized Services – Provide specific case background for specialized services.
6. # of Attorneys Available to Colerain Township - Responses must provide resumes indicating the qualifications/certifications of all attorneys available to Colerain Township. Response shall also provide the specific attorney that will serve as Law Director for Colerain Township.
7. Public Sector References – A list of a minimum of three (3) public sector references with contact information.
8. Conflicts of Interest – Responses must disclose any conflicts of interest to their accepting an award of the contract with Colerain Township. 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.
9. Cost Proposal/Fee Structure – The response should clearly identify the hourly rate for services charged, the annual fee cap, and any other fees for the initial three (3) year agreement period. Respondents should attempt to complete Appendix A. This will allow the Township to easily compare responses. The Township would prefer for the awarded firm to be paid on a contractual basis. This can be structured as a direct hourly bill, retainer with hourly bill, or other alternative that has been successful with other public entities.
10. Sample Contract – A copy of sample agreement/contract. This will allow the Township to expedite the review/award process.

11. Other Information – A statement of any other pertinent information that should be known in order to effectively evaluate the proposal.

Terms and Conditions

Colerain Township reserves the right to reject any or all proposals, to award contracts in whole or in part, or to waive any informalities or irregularities in the submitted proposals. The Request for Proposal does not commit the Colerain Township to award a contract, to pay any costs incurred in the preparation of a proposal to this request, or to procure or contract for services or supplies.

The ideal term of the agreement will be for a period of three years beginning approximately December 11, 2018 and may be renewed for two one-year terms upon agreement between Colerain Township and the law firm. Colerain Township reserves the right to terminate the agreement at any time upon written notice to the law firm.

APPENDIX A – COST SHEET

FEE STRUCTURE			
	2019	2020	2021
Hourly Rate			
Annual Fee Cap (if applicable)			
Hybrid Fee (General Work)			
Hybrid Fee (Specialized Work)			
Retainer Fee*			
Hourly Rate			

*Include a description of items included in the general retainer.

** Also please include a list of any/all specialized or itemized costs that the Township would be reasonably expected to incur.