

Request for Proposal

City of Huron

Law Director

January 2019

1. SUMMARY.

The City of Huron invites interested legal firms and individuals to submit proposals for Law Director Services as described in this RFP.

2. PURPOSE.

The Law Director for the City of Huron performs complex professional and difficult administrative work serving as chief legal officer and overseeing the legal affairs of the City. The City seeks a Law Director who will provide clear, understandable and independent legal advice. As a Charter Officer the Law Director is appointed by the City Manager and confirmed by City Council. The firm/individual must be qualified to provide expertise in the areas of general municipal law, land use and development, real estate, open meeting, public records, conflict of interest laws, labor relations and personnel. Work is performed under the general direction of the City Manager.

3. OBJECTIVES.

The objective is to hire a professional, fully qualified in all aspects of municipal legal work.

4. PROPOSAL REQUIREMENTS.

Proposals will be received by the City Manager of Huron, OH, 417 Main Street, Huron, OH, 44839, until February 8, 2019 at 12:00 p.m.

5. DELIVERY OF SERVICES.

Delivery of services shall commence no later than March 1, 2019.

6. ESSENTIAL FUNCTIONS/TYPICAL TASKS.

The Law Director of the City of Huron shall perform the following essential functions and typical tasks:

Planning, directing and supervising civil and criminal legal staff and operations; serving as chief legal officer for the City; advising the City Manager, Council, management and staff on legal matters.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Supervises the legal affairs of the City.
- Drafts or supervises drafting of ordinances and resolutions for the City Council, explains the foregoing and answers questions relating thereto.
- Attends meetings of the City Council and City boards and commissions and renders immediate legal advice when necessary.
- Serves as legal counsel to the City Manager, Council, City boards and commissions and other officials of the City.
- Coordinates with bond counsel for the City and demonstrates an understanding of the legal ramifications of public finance.
- Drafts or supervises the drafting of all contracts, deeds, leases, releases, franchises and other legal documents on behalf of the City.
- Represents the City in legal matters, brings suits necessary to be instituted by the City and defends the City in suits brought against it and handles appellate litigation.
- Decides major legal questions in litigation, claims, leases and contracts, land titles and related legal matters.
- Supervises and oversees criminal prosecution.
- Prepares the department budget and oversees expenditures.
- Prepares and supervises the preparation of formal legal opinions upon request of Council members and the administration.

- Defends City employees in actions brought against them for conduct while in the line of duty.
- Engages specialized counsel in areas where such expertise may be needed at the request of the City Manager and/or the City Council.
- Performs related tasks as required.

7. KNOWLEDGE, SKILLS AND ABILITIES.

Comprehensive knowledge of municipal law, torts, contracts, civil rights, administrative process, real property, zoning, constitutional and construction law; comprehensive knowledge of local, State and Federal laws and court decisions affecting municipalities; thorough knowledge of standard office procedures, practices and equipment; ability to present complex ideas effectively orally and in writing; ability to handle or supervise complex trial and appellate litigation; ability to establish and maintain effective working relationships with City officials, court officials, members of the bar, and the general public.

8. EDUCATION AND EXPERIENCE.

Any combination of education and experience equivalent to graduation from a law school of recognized standing and extensive administrative experience as a practicing attorney, at least five years of which shall have been in the practice of municipal law. Presenting seminars and papers on municipal law topics recommended.

9. SPECIAL REQUIREMENTS.

Submitting firms or individual attorneys must demonstrate their admission to the practice of law in the State of Ohio and status as an attorney in good standing. Prior municipal government experience preferred. Proposals submitted by a firm must identify the attorney primarily assigned to the City and include a percentage of time he/she spends on municipal legal affairs. Additionally, all proposals must identify how the firm envisions transfer of authority and advisement in the absence or inability to act as the City's legal advisor.

10. FEE INFORMATION.

It is anticipated that a contract for legal services will be for twelve months. Proposals should include itemization of legal expenses whether on an hourly basis, lump sum retainer and/or breakdown of costs on a subject matter basis or a combination thereof. Proposals should address how consultation between attorneys will be addressed when both attorneys are of the same firm.

REVIEW AND RANKING OF PROPOSALS

1. Only those proposals fulfilling the requirements outlined in this solicitation will be considered.
2. Each proposal submitted will be evaluated on the basis of the written proposal, the firm/individual's qualifications and experience, client references and overall fee structure.
3. The City reserves the right to reject any and all proposals and to select the firm/individual deemed to have submitted the most qualified proposal when, in the judgement of the City, the selection is in the best interest of the general public.
4. The City reserves the right to separately negotiate terms in a manner that will serve the best interest of the City.
5. The City will not be responsible to any submitting firm or individual for the cost of preparing and submitting a proposal. All proposals should include a straightforward, concise delineation of the attorney or firm's capabilities to serve the City. Submitting individual's or firms may be required to provide an oral presentation of their proposal upon request.