



REQUEST FOR PROPOSAL FOR LEGAL SERVICES

FOR THE PERIOD

July 1, 2019 to June 30, 2021

INQUIRIES AND PROPOSALS SHOULD BE DIRECTED TO:

**April L. VanTassel
Finance Officer**

**Town of Stevensville
P.O. Box 30, Stevensville, MT 59870-0030
406.777.5271 x3
406.777.4284
april@townofstevensville.com**

I. GENERAL INFORMATION.

- A. **Purpose.** This request for proposal (RFP) is to contract for legal services to be provided **TOWN OF STEVENSVILLE** for **JULY 1, 2019 THROUGH JUNE 30, 2021.**
- B. **Who May Respond.** Only attorneys who are currently licensed to practice law in **Montana** and maintain an office **within a reasonable driving distance of Stevensville, Montana,** or law firms including such attorneys, may respond to this RFP.
- C. **Instructions on Proposal Submission.**

1. **Closing Submission Date.** Proposals must be submitted no later than **5:00pm on May 15, 2019.**

2. **Inquiries.** Inquiries concerning this RFP should be mailed to:

**April VanTassel
Finance Officer
Town of Stevensville
PO Box 30
Stevensville, MT 59870-0030**

Or e-mailed to: april@townofstevensville.com

3. **Conditions of Proposal.** All costs incurred in the preparation of a proposal responding to this RFP will be the responsibility of the Offeror and will not be reimbursed by **TOWN OF STEVENSVILLE,** (hereinafter referred to as (ToS).

4. **Instructions to Prospective Contractors.** Your proposal should be addressed as follows:

**April L. VanTassel
Finance Officer
Town of Stevensville
PO Box 30
Stevensville, MT 59870-0030**

It is important that the Offeror's proposal be submitted in a sealed envelope clearly marked in the lower left-hand corner with the following information:

Request for Proposal
5:00pm May 15, 2019
SEALED PROPOSAL For Legal Services

Failure to do so may result in premature disclosure of your proposal. It is the responsibility of the Offeror to insure that the proposal is received by ToS , by the date and time specified above. Late proposals will not be considered.

5. **Right to Reject.** ToS 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 this RFP.
6. **Small and/or Minority-Owned Businesses.** Efforts will be made by ToS to utilize small businesses, women and/or minority owned businesses. Offeror qualifies as a small business firm if it meets the definition of "small business" as established by the Small Business Administration ([13 C.F.R. § 121.201](#)).
7. **Notification of Award.** It is expected that a decision selecting the successful Firm will be made within four (4) weeks of the closing date for the receipt of proposals. Upon conclusion of final negotiations with the successful Firm, all Offerors submitting proposals in response to this Request for Proposal will be informed, in writing, of the name of the successful consultant. It is expected that the contract shall be a contract for services performed at an agreed-upon hourly rate for a term of two years.

D. **Description of Entity.** ToS is a Municipality in Ravalli County, Montana.

ToS has an annual general fund budget of approximately \$650,000 and is a Commission-Executive government with a four-member Council, which meets two times per month. ToS employs 11 regular full-time people. Administrative offices are located at 206 Buck Street, Stevensville, Montana.

II. **SCOPE OF SERVICES.** The Offeror shall be readily available to perform the following legal services, as requested by the Mayor and/or Town Council:

1. Review, draft, and negotiate contracts and leases
2. Advise on municipal legal issues
3. Advise on individual labor and employment matters
4. Review personnel, fiscal and other policies
5. Attend Town Council meetings as necessary
6. Advise on government grant and contract issues
7. Advise on responses to subpoenas, court orders, and requests for information from third parties
8. Defend lawsuits, administrative claims, or other legal claims
9. Conduct litigation as necessary
10. Act as the city court's prosecuting attorney
11. Other legal services as needed

Although it is preferable for an attorney or firm to submit a proposal covering all of the above areas, ToS will consider proposals for subsets of these areas.

Offeror shall be prepared to submit detailed billing statements for all services billed at an hourly rate, if any, broken down into time increments of no more than a quarter hour. Offeror shall also include summaries of work performed and time spent on services performed under the flat monthly fee, as discussed below.

- III. **PROPOSAL CONTENTS.** The Offeror, in its proposal, shall, as a minimum, include the following;
- A. **Legal Experience.** The Offeror should describe its legal experience, including the names, addresses, contact persons, and telephone numbers of at least three clients, preferably including clients similar to ToS. Experience should include the following categories:
1. Experience advising nonprofit organizations.
 2. Experience advising clients conducting similar programs and government-funded services.
- A. **Organization, Size, Structure, and Areas of Practice.** If the Offeror is a firm, it should describe its organization, size, structure, areas of practice, and office location(s). Indicate, if appropriate, if the firm is a small or minority/owned business. Also include copy of Equal Opportunity/Affirmative Action Policy, if the firm has one.
- B. **Attorney Qualifications.** The Offeror should have experience in the following areas: **governmental entities; government grants and contracts; labor and employment; and general business operations.** The Offeror should describe the qualifications of attorneys to be assigned to the representation. Descriptions should include:

1. Professional and education background of each attorney.
 2. Overall supervision to be exercised.
 3. Prior experience of the individual attorneys with respect to the required experience listed above. Only include resumes of attorneys likely to be assigned to the representation. Education, position in firm, years and types of experience, and continuing professional education will be considered.
- D. **Price.** The Offeror's proposed price should include information on the hourly billing rates of each attorney or other legal staff who is expected to work on this representation and charges for expenses, if any, such as legal research, copies, and faxes. Also include a monthly flat fee that would be charged to advise on routine matters that could be handled over the telephone or otherwise without extensive research or other legal work. ToS reserves the right to negotiate with the Offeror on the structure of the billing.

IV. PROPOSAL EVALUATION

- A. **Submission of Proposals.** All proposals shall include an original and two (2) copies.
- B. **Evaluation Procedure and Criteria.** ToS's Council will review proposals and make final approval. Proposals will be reviewed in accordance with the following criteria:
 1. **Proposed approach to scope of work.**
 2. **Level of experience of the individual(s) identified to work on this matter.**
 3. **The Offeror's experience with similar clients and legal matters.**
 4. **Response from references.**
 5. **Cost.**
 6. **Interviews, if conducted.**