

# REQUEST FOR QUALIFICATIONS

## Legal Services – Labor Counsel

**INQUIRIES AND PROPOSALS SHOULD BE DIRECTED TO:**

**Sarah Moyer-Cale, Village Manager  
Village of Almont, MI  
817 N. Main St  
Almont, MI 48003**

**810-798-8528 Phone  
810-798-3397 Fax**

**[smoyer-cale@almontvillage.org](mailto:smoyer-cale@almontvillage.org)**

## **I. GENERAL INFORMATION**

This request for qualifications (RFQ) is to contract for legal services to be provided to the Village of Almont. Only law firms or attorneys who are currently licensed to practice law in Michigan and maintain an office in Michigan may respond to this RFQ.

### **Instructions on Submission**

Qualifications must be submitted no later than **4:00PM** on **December 30, 2015** to:

**Sarah Moyer-Cale, Village Manager**  
**Village of Almont, MI**  
**817 N. Main St**  
**Almont, MI 48003**

It is important that the Offeror's proposal and two copies be submitted in a sealed envelope clearly marked with the following information:

Request for Qualifications  
4:00PM December 30, 2015  
Qualifications For Legal Services

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

***The Village of Almont reserves the right to reject any and all proposals received in response to this RFQ.***

All costs incurred in the preparation of a proposal responding to this RFQ will be the responsibility of the Offeror and will not be reimbursed by the Village of Almont.

## **II. DESCRIPTION OF THE VILLAGE**

The Village of Almont was founded in 1828 and has a population of 2,674 residents. The Village is located in Lapeer County and has a council-manager form of government. The Village Council consists of seven members including the Village President. Police officers, DPW employees, and wastewater employees have union representation.

## **III. SCOPE OF SERVICES**

The Offeror shall be readily available to perform the following legal services, as requested by the Village Manager or her authorized designee including, but not limited to, the following:

- providing input for the negotiation and drafting of collective bargaining agreements
- negotiating and drafting contracts for individual employees
- reviewing, revising, and drafting personnel policies and procedures upon request
- representing the Village in grievances, mediation, and arbitrations relating to labor matters
- representing the Village in court actions related to labor matters
- prepare necessary legal documents when requested
- provide written legal opinions upon request

The selected attorney or firm will be prohibited from assigning, conveying, subcontracting, or otherwise transferring this agreement or its rights, title, or interest therein, or its power to execute such agreement to any other person, company, or corporation, without the consent of the Village Manager.

The selected attorney or firm shall be required to provide a detailed monthly statement, in a manner acceptable to the Village Manager, documenting all hours (and portions thereof) employed providing legal services on behalf of the Village.

The selected attorney or firm shall agree not to represent any client, or continue to represent any existing client, that may have a legal position, purpose, or interest that is adverse to the legal position purpose, or interests of the Village of Almont.

**IV. CONTENTS. *Proposals that fail to provide all information requested may be rejected at the sole discretion of the Village of Almont.***

The Offeror, in its qualifications, shall, as a minimum, include the following;

**Legal Experience**

The Offeror should describe its legal experience, including the names, addresses, contact persons, and telephone numbers of at least four clients, preferably municipal clients. The resumes of key personnel to be assigned should also be included.

The successful bidder shall have a primary office or home office located within the State of Michigan and must have at least ten (10) years' experience in the general practice of law, including at least five (5) years' active experience representing a Michigan public sector employer.

**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).

**Attorney Qualifications**

The Offeror should have experience in the following areas: labor and contract negotiations, grievance procedures, personnel policies, and other relevant experience.

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.

**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. The Village reserves the right to negotiate with the Offeror on the structure of the billing and/or retainer fee.

The Village will prefer a fixed hourly service rate payable in monthly installments. The Village will select the finalist by considering the proposed compensation as a “best and final offer,” although the Village reserves the right to negotiate terms as needed to improve elements of the proposal to best meet the needs of the Village, including cost.

#### **Evidence of malpractice coverage**

The firm shall acquire and continuously maintain during the period in which the consultant is performing any services on behalf of the Village, insurance coverage of types and amounts acceptable to the Village. The consultant must provide the Village with acceptable proof of the types and amounts of insurance coverage.

#### **V. EVALUATION**

The Village of Almont will review qualifications and make recommendations to the Village Council for final approval. The Village Manager may request an in person or telephone meeting with some qualified Offerors prior to final selection. Qualifications will be reviewed in accordance with the following criteria:

1. Proposed approach to scope of work
2. Qualifications and level of experience of the individual(s) identified
3. The Offeror’s experience with similar clients and legal matters
4. Response from references
5. Cost

It is expected that a decision selecting the successful Firm will be made within three (3) weeks of the closing date for the receipt of qualifications. Upon conclusion of final negotiations with the successful Firm, all Offerors submitting proposals in response to this Request for Qualifications will be informed, in writing, of the name of the successful consultant.