



## **City of Weyauwega**

109 E. Main Street \* P.O. Box 578  
Weyauwega, Wisconsin 54983  
Phone: 920.867.2630 \* Fax: 920.867.2635

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### **Request for Proposals for Prosecutorial Legal Services**

#### **I. STATEMENT OF PURPOSE**

The City of Weyauwega (the “City”) invites attorneys qualified to practice law in the State of Wisconsin to submit a proposal to provide prosecutorial legal services to the City.

#### **II. GENERAL INFORMATION**

The City of Weyauwega is a vibrant community located in southern Waupaca County, with a current population of 1,900. The City is governed by a mayor elected at-large and a six-member City Council elected from three wards. The City has 11 full-time employees, supplemented by approximately 25 part-time and seasonal employees. The 2018 annual City general fund budget is close to \$2 million, in addition to separate Water/Sewer Utility budgets totaling roughly \$1.5 million. The City has four active TIF Districts. City employees are not affiliated with labor unions/organizations.

#### **III. SERVICES TO BE PROVIDED**

Prosecute local criminal actions before the municipal court and circuit court as necessary.

##### Exclusions and Reservations

1. Bond counsel is not to be included as part of this request for proposal.
2. The City reserves the right to employ any legal counsel when there is a conflict of interest or if an attorney with special expertise in a given area is needed. A determination as to when this should occur shall be at the sole discretion of the City Council.

#### **IV. PROPOSAL REQUIREMENTS**

Submittals should include responses to each of the following items. Include other information as appropriate to address the services of the City can expect from the attorney.

- A. Profile and history of yourself and/or your firm including attorneys in the firm and a list of the principals. Indicate the attorney(s) who will be responsible for work with the City.
- B. A listing of all current municipal government clients including the name and telephone number of the client contacts.
- C. Current fee schedule. Indicate whether the fee schedule varies for different types of legal work or by attorney.
- D. Would you and/or your firm be interested in working for a flat retainer fee or a combination of retainer/hourly arrangement? If so, describe the parameters and charges.

#### **V. EVALUATION CRITERIA**

Submittals will be evaluated based on the following criteria:

- A. Qualifications and experience of the attorney and/or firm in working with municipal government.
- B. Experience, availability, accessibility of staff assigned to serve the City.
- C. Scope and cost of services.
- D. References.

#### **VI. TERMS AND CONDITIONS**

- A. The City reserves the right to accept or reject any or all proposals or to award a contract to the next most qualified attorney/firm if the successful attorney/firm does not execute a contract within (30) days after award of the proposal.
- B. The City reserves the right to request clarification of the information submitted and to request additional information of one or more applicants at an oral presentation or interview.
- C. All costs associated with the preparation of a submission in response to this request shall be the responsibility of the attorney/firm submitting.

- D. Five (5) copies of the attorney's/firm's proposal must be received at the address below by noon on **Friday, March 2, 2018**.

City of Weyauwega – Legal Services RFP  
Attn: John J. Foss, City Administrator  
PO Box 578  
Weyauwega, WI 54983

Phone: (920) 867-2630

- E. Submittals must be signed by the proposing attorney or a qualified representative of the proposing firm. All submittals shall become the property of the City. No public bid opening will be held. A listing of the firm's names representing the submittals received will be available on **March 5, 2018**.
- F. All questions regarding this request for proposals should be addressed to: John J. Foss, City Administrator, [jfoss@cityofweyauwega-wi.gov](mailto:jfoss@cityofweyauwega-wi.gov)

## **VII. TENTATIVE SELECTION SCHEDULE**

The following tentative schedule will be used for review/appointment of an attorney:

- A. March 2, 2018 – Proposals received
- B. March 5, 2018 – Finance Committee selects/schedules firms for interview
- C. March 12, 2018 – March 16, 2018 – Interviews with selected attorneys/firms
- D. March 19, 2018 Recommendation reviewed/confirmed by City Council
- E. April 1, 2018 Anticipated commencement date of appointment