



Request for Proposal

For

Director of Law/Legal Services

City of Pataskala, Ohio

2019

**City of Pataskala
621 West Broad Street
Pataskala, Ohio 43062**

City of Pataskala
Request for Proposals
Director of Law/Legal Services

The purpose of this Request for Proposal (RFP) is to solicit proposals and resumes from qualified law firms and individual attorneys who desire to serve the City of Pataskala as Director of Law. The City of Pataskala is governed by a seven member council that establishes city policies that are executed by city staff at the direction of the City Administrator. The Mayor manages all Council meetings and oversees the operations of the Pataskala Police Department.

Director of Law

The Director of Law shall be the legal advisor, prosecuting attorney and counsel for the City, and subject to the direction of Council, shall represent the City in all proceedings in Court or before any administrative board or body. The Director of Law shall perform all other powers, duties and functions now or hereafter imposed on Directors of Law under the laws of Ohio; and shall perform other duties that are legal in nature as required by this Charter, by ordinance or resolution, or as directed by the Mayor or City Administrator.

The Director of Law shall attend all regular and special meetings of City Council. Upon request from the City Administrator, the Director of Law shall attend other board and commission meetings and/or other meetings related to the city.

Duties of the Director of Law shall include but not be limited to the following:

- Shall provide timely legal counsel for the City Council, Mayor, City Administrator and other city department directors upon request.
- Perform research and interpret laws, court decisions, and other legal authorities in order to prepare legal opinion to advise City Council and the City Administrator.
- Assist with the preparation and review of ordinances, resolutions, contracts, notices, and other documents as necessary and required by the city.
- Shall represent the city in litigation proceedings directed against, or by, the city as deemed necessary.
- Advise on all State and Federal laws, and legal matters, as they relate to the city's operations.
- Performs legal works pertaining to property acquisition, property disposals, public improvements, easements, rights-of-way, eminent domain, annexations, etc...
- Performs legal work pertaining to the city's zoning code.
- Assist with the enforcement of city codes and zoning regulations through administrative and judicial actions.
- Provides guidance and advice on city economic development related matters.
- Provides guidance and advice on city employment related personnel matters, including but not limited to, labor agreements, personnel policy, FLSA, Workers' Compensation, OPERS, employee disciplinary and grievance matters.
- Respond to legal inquiries on behalf of the city.

Submission Requirements

All proposals must include the following:

1. Overall capabilities, qualifications, training and areas of expertise for all key personnel.
2. Name of the partner/principal who will be designated Director of Law and the person who will be the substitute when the Director of Law is not available. Information shall include but not be limited to:
 - Name of individuals with resumes;
 - Length of employment with firm;
 - Specializations:
 - Legal training:
 - Date of admittance to the Ohio Bar;
 - Municipal or other local public sector experience;
 - Years of experience as a Director of Law or similar position, with a list of cities represented and references for each
3. A proposed monthly retainer/hourly rate for basic legal services detailed above. Please provide an hourly rate or separate fee for any special legal services, not detailed above. Also, please include any specific expenses for which the firm or individual attorney will claim reimbursement from the city including type and rate (i.e. mileage, reproduction of documents).
4. List of all Ohio public entities represented by the firm/individual and a description of legal services provided to each.
5. All proposals must be received by December 19, 2019 4:00 p.m. Please submit two (2) copies of the proposal via mail or delivered in person.
5. All proposals must be sent to:

Benjamin King
City Administrator
621 West Broad Street, Suite 2B
Pataskala, Ohio 43062
Phone: (740)964-2416
E-mail: bjking@ci.pataskala.oh.us

Compensation

1. Present detailed information regarding the firm or attorney's proposed fee schedule for basic legal services and for any variation for non-routine tasks, and other applicable government charges. Please provide specifics as to definitions of routine versus non-routine tasks, what is fixed cost versus variable costs, and how costs are adjusted accordingly.
2. The City of Pataskala reserves the right to negotiate an agreement to include any portion or portions of the services covered by the RFP. The City of Pataskala reserves the right to reject any and all responses in total or in part.

3. Payment by the City of Pataskala for contract services will only be made after the services have been performed, an itemized billing statement is submitted and approved by the City Administrator which shall provide the services performed, the name of the person who performed the services, the charge for such services. The City will make payment on a monthly basis, thirty days after receipt of such billing statement.

General Terms and Conditions

1. The City of Pataskala reserves the right to reject any and all proposals, and to waive any minor irregularities in any proposal.

2. Understanding that no consultant may completely meet all requirement of the specifications, the City of Pataskala reserves the sole right to determine whether a proposal substantially complies with the specifications; accept, negotiate modifications to, or reject the terms of any proposal; and waive the right to accept a part, or parts, of a proposal.

3. The City of Pataskala requests the right to request clarification of information submitted, and to request additional information from any proposer.

4. The contract resulting from acceptance of a proposal by the City of Pataskala shall be in a form supplied or approved by the City of Pataskala, and shall generally reflect the specifications in this RFP. The City of Pataskala reserves the right to reject any proposed agreement or contract that does not conform to the specifications contained in this RFP.

5. The City of Pataskala shall not be responsible for any costs incurred by the firm or individual in preparing, submitting or presenting its response to the RFP.

6. Residency within the City of Pataskala is not required for this position.