

RFQ for City Attorney Services

I. PURPOSE

The purpose of this Request for Qualifications (RFQ) is to solicit and select a qualified individual or firm to provide a full range of municipal legal services serving as the City's legal counsel on a contractual basis. The City of Clyde Hill is a code city as described under Title 35A in the Revised Code of Washington.

In Clyde Hill, we operate as a small and nimble organization. We are a small and mighty staff wearing many hats. To continue crafting Clyde Hill into a culture of exceptional performance our organization needs a sharp legal mind to advise the Mayor, City Administrator, City Staff, City Council, Planning Commission, and Civil Service Commissions.

II. COMMUNITY PROFILE

The City: Clyde Hill, Washington, is bordered by the Cities of Kirkland, Bellevue, Medina and the Towns of Hunts Point and Yarrow Point. Clyde Hill is five minutes from downtown Bellevue and 15 minutes from the University of Washington across the SR-520 floating bridge. Seattle is just to the west of Clyde Hill on the other side of Lake Washington.

In response to the community's desire to control land use development such as lot size and commercial zoning, Clyde Hill was officially incorporated as a Town on March 31, 1953. In November 1998, the Council approved Ordinance 794 adopting the classification of non-charter code city. The City of Clyde Hill is almost fully developed with over 3,000 residents and 1,100 housing units. All the property in Clyde Hill is zoned for single-family, government or school use with the exception of two commercially zoned areas, housing a gas station and coffee shop. The minimum lot size in the City is 20,000 square feet, although many smaller lots exist which predate the incorporation of the City.

With a top elevation of about 375 feet, the City encompasses an area of about one (1) square mile. There are approximately 21 miles of public roadways.

Clyde Hill has a Mayor-Council form of government, with the Mayor and Council elected at large to four-year terms. The City currently has 20 full time employees. Additional information about the City and its organization chart can be found on the City's website at www.clydehill.org.

Clyde Hill's current policy is to contract with the City of Bellevue and other organizations to provide the majority of Clyde Hill's services, such as water utilities, fire and emergency medical services. Other legal-related services (prosecution, indigent defense, and hearing examiner) are provided under separate and specific contracts outside the scope of this RFQ for City Attorney Services.

The City of Clyde Hill has developed a community vision and Comprehensive Plan as required by the Washington State Growth Management Act. The Comprehensive Plan, last adopted in 2015

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emphasizes maintaining a single-family residential community with little commercial footprints with the exception of its four schools (two being public and two being private).

III. SCOPE OF SERVICES

The City will need a full array of Municipal City Attorney services, including General legal counsel for the Mayor, City Council, and Staff, including but not limited to:

- Attending meetings with Mayor, Administrator, and Staff when requested.
- Being available for phone consultations with the Mayor, Councilmembers, Administrator, and Staff.
- Bringing to the attention of the Mayor, City Council, Administrator, or Staff matters of relevance as a result of new legislations or recent court decisions.
- Maintaining a liaison with other associated special counsel.
- Attendance at all regular City Council meetings. The City Council regularly meets at 7:00PM the second Tuesday of each month.
- Availability for special sessions of the City Council.
- Preparation and review of ordinances, resolutions, and contracts when requested.
- Litigation Services, representing the City as either a plaintiff or defendant.
- Representing the City at Administrative proceedings before other governmental units.
- Local Improvement Districts and the collection of assessments.
- Contract law including such subjects as personal services, equipment, and real estate leases and purchases.
- Eminent Domain.
- Code development including the integration of new legislation requirements, as well as crafting language to accurately reflect the intent and desires of Elected Officials and City constituents.
- Right of Way acquisition and legal requirements of both municipal and non-municipal utility service providers.
- Public Records Act.
- Labor Law.
- Zoning and development regulations, platting, and Growth Management Act compliance.

Duties.

The City Attorney, or a designated representative, shall advise City authorities and officers in all legal matters pertaining to the business of the City, and in all actions brought by or against the City or against City Officials in their official capacity. They shall perform such other duties as the City Council, by ordinance, may direct. In addition to the duties prescribed by the laws of the State of Washington as hereinabove set forth, the City Attorney shall:

1. Attend all regular and special meetings of the Council, or be represented by an attorney of their designation, unless otherwise excused by the council.

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2. Prepare, draft, or supervise the preparation of all ordinances, resolutions, leases, instruments or conveyances, contracts and agreements, and such other and similar instruments as may be required by the business of the City.
3. Advise the Council and its committees, boards, commissions, department heads and other City Officials and officers, including the rendering of formal opinions when so requested, or when it appears advisable to do so.
4. Consult with and participate with other City Officials or representatives of the City concerning settlement of claims against the City or its Officials, officers and employees while acting in their official governmental capacities.
5. Attend official meetings of any board or commission in connection with the proposed drafting on any ordinances, resolutions, or contracts.
6. Assist the Mayor, Council and City Staff with ongoing risk assessment. Providing the City the benefit of seasoned legal experience in determining options to mitigate the risk of cost to cover vs. exposure to liability.

V. SELECTION PROCESS

Step I – Submittal Criteria: The Selection Committee, as determined by the Mayor, will review all proposals and may invite the most qualified firms to an interview. In reviewing and evaluating the submitted proposals and interviews, the Selection Committee will use the following criteria:

- Responsiveness and completeness of package.
- Experience and advanced knowledge of all municipal government legal issues.
- Qualifications of the key staff that will be assigned to the City. (Indicate their assigned role, amount of time available, past relevant experience and resume, etc.)
- Availability and references (including contact information) of person or persons serving as the City’s contracted attorney.
- Proposed fee structure. Propose a compensation package, inclusive of all service costs. The City is open to a variety of approaches, but would prefer hourly rates. The City will select the finalists by considering the proposed compensation as a “best and final offer”, although the City reserves the right to negotiate terms as needed to improve elements of the proposal to best meet the needs of the City, including costs.
- Include a rate schedule for all assigned staff. (Please address experience with municipal government legal services.)

Step II – Consultant Selection: Submittals will be narrowed to a short list that may be asked to participate in interviews. The Selection Committee will review and evaluate each statement of qualifications on the basis of:

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- Demonstrated understanding of municipal government issues and law
- Proposed fee structure
- Qualifications of assigned counsel and other staffing resources
- Availability of legal counsel to attend meetings and otherwise serve the City
- Results of references
- The City reserves the right to modify the selection criteria

Step III – Consultant Fee and Contract: Upon selection of the firm, the fee and contract will be negotiated with the Mayor. The City Council then considers approval of the contract.

VI. TERMS AND CONDITIONS

Not all proposers may be interviewed. The proposers shall be responsible for the accuracy of the information supplied. The City of Clyde Hill reserves the right to reject any and all proposals, to issue one or more agreement(s) for the intended scope of services, to waive minor irregularities, to issue additional RFQs, to retain existing counsel, and to either substantially modify or abandon the selection process prior to any award of a contract.

Nothing contained herein shall require the City of Clyde Hill to award a contract. The City reserves the right to determine its own selection criteria in the award of the final agreement. The contract resulting from acceptance of a proposal by the City shall be in a form supplied or approved by the City, and shall at a minimum reflect the specifications in the RFQ. The City reserves the right to reject any proposed agreement or contract that does not conform to the specifications contained in this RFQ, and which is not approved by the City Council. The City shall not be responsible for any costs incurred by the firm in preparing, submitting, or presenting its response to the RFQ.

VII. SCHEDULE OF PROPOSAL PROCESSES

The City will make every effort to follow this timetable; however, we reserve the right to modify the proposal process and dates as necessary.

Distribution of RFQ	October 8, 2021
Deadline for Submittal of Qualifications	November 19, 2021
Selection Committee determines finalists	December of 2021
Possible Finalist interviews (via TEAMS)	January of 2022
Firm selected	January of 2022
City Council Awards Contract	February of 2022

VIII. SUBMISSION DEADLINE

Response materials shall be submitted on or before 5:00pm on – **November 19, 2021** to:

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Dean Rohla, City Administrator
City of Clyde Hill
9605 NE 24th Street, Clyde Hill, WA 98004
425.453.7800
dean@clydehill.org

Questions concerning this request may also be submitted to the City Administrator, as referenced above.

Late submissions, faxes, postmarks, or telephone proposals will not be accepted. Digital proposals may be submitted via email (preferred at this time), but the City assumes no responsibility for formatting or transmission errors.

Proposals should be prepared simply, providing a straightforward, concise description of provider capabilities to satisfy the requirements of the request. Emphasis should be on completeness and clarity of content. Submittals should be limited to 10 single-sided pages (total).