

Request for Proposals

City Legal Services



Summer 2024

Proposals must be received no later than 4:30pm on Friday, August 2, 2024.

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Introduction & Background

The City of Eagan seeks to retain the services of legal consultants in the following capacities:

1. A City Attorney and staff for general legal services
2. Legal consultants specializing in labor law
3. A Prosecution Attorney and staff for prosecution and related legal services

About Eagan

Eagan is the 13th largest city in the state of Minnesota and the second largest city in Dakota County with just over 69,000 residents. The Township of Eagan was founded in 1860 as a small, agricultural community and Eagan was officially incorporated in 1974 as a Plan A Statutory City with a Council-Administrator form of government.

The City provides a full array of municipal services and has both Police and full-time Fire, as well as general administrative functions.

City Council

The City Council is the final review and approval authority regarding all contracts, payments, plans, improvements, policies & procedures, and other business of the City. The 5-person Council is composed of four Councilmembers and the Mayor and each serve at-large, four-year terms.

Mike Maguire, Mayor | Term expires: January 4, 2027
Paul Bakken, Councilmember | Term expires: January 4, 2027
Cyndee Fields, Councilmember | Term expires: January 6, 2025
Gary Hansen, Councilmember | Term expires: January 4, 2027
Mike Supina, Councilmember | Term expires: January 6, 2025



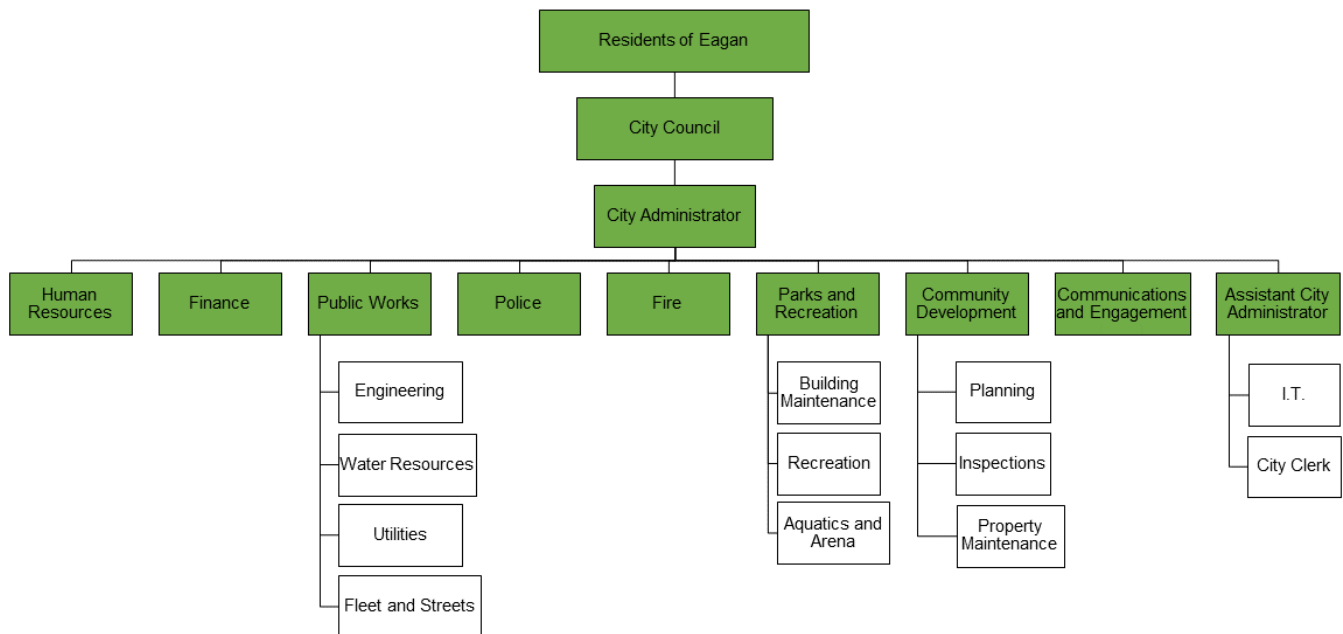
City Administrator

Eagan's city administrator reviews and coordinates all matters coming before the City Council and is responsible for the implementation of Council direction and the coordination and management of City departments. Dianne Miller is Eagan's city administrator and has served in her role since 2022.

City Staff

Eagan has roughly 300 full-time, 200 part-time recurring, and 350 seasonal staff across 9 city departments. The city administrator works closely with department directors to implement Council directives. The City expects that once retained, the firm/firms' primary contacts will be as follows:

- Human Resources Director – contact for labor law matters
- Police Chief – contact for prosecution
- City Administrator – primary contact for general legal services



Schedule

City Council approval of RFP	June 18, 2024
Distribute/Advertise RFP	June 20, 2024
RFP Submittals Due	August 2, 2024
Staff Evaluation	Third week of August
Staff/Committee Interviews	Following Labor Day
City Council Interviews (tentative)	Late September
City Council Approval	October

Overview of Services Requested

City Attorney / General Legal Services

1. Provide legal representation in all civil actions brought against the City that are not covered by the City's liability insurance. Situations requiring legal representation may include:
 - Legal action being brought following a Planning Commission and/or City Council decision whereby a developer or applicant requests the court that the action be overturned.
 - Condemnation for street and utility right-of-way.
 - Actions being brought either by or against the City regarding violations of the City Code.
 - Injunctions brought for or against the City where Eagan's liability insurance carrier defends the claims.
2. Act as an advisor to the City Council, Advisory Planning Commission, and relevant committees and staff. Relevant duties include:
 - Attend City Council, Advisory Planning Commission, and other committee or staff meetings as requested by the City Administrator or City Council.
 - Prepare timely opinions on issues including zoning, platting, issuance of permits, procedural matters dealing with the operation of the City Council, Advisory Commissions, and committees.
3. The City Attorney's Office advises on acquisitions and negotiations for public improvement projects, including sanitary sewer, water, storm sewer and street improvements.
4. Prepare assessment rolls and advise the Council in assessment hearings and other proceedings.
5. Manage assessment appeals to the District Court.
6. Prepare and assemble transcripts for all General Obligation bond issues in cooperation with bond counsel for the City.
7. Provide counsel on matters of economic development activities including large scale redevelopments, enforcement, and real estate law.
8. In collaboration with staff, draft ordinance language as needed.
9. Prepare documents including development agreements and Planned Unit Development (PUD) agreements.
10. Review transcripts for industrial revenue and tax-exempt mortgage financing.
11. Assist with negotiation for the acquisition, sale, or transfer of title to personal property.
12. Advise on land acquisitions by the City for miscellaneous purposes including parks.
13. Provide general advice to the City regarding building permits, zoning, platting, assistance with insurance issues, property maintenance and code enforcement.

Labor Attorney / Labor Legal Services

1. Provide legal advice, legal consultation and perform the necessary negotiations or litigation on legal issues such as labor disputes, personnel issues, and other employee/human resources matters.
2. Advise on mediation or litigation associated with labor negotiations as requested.
3. Serve the City Council under the coordination of the City Attorney or City Administrator.
4. Meet with the City Council, Council committees, or staff at the request of the City Administrator.
5. Other duties that may be requested by the City Administrator or City Council.

Prosecution Services

1. In coordination with Police Department, prosecute petty misdemeanors, misdemeanors, and gross misdemeanors, providing relevant legal advice to staff and City Council.
2. Cite relevant Codes as necessary.
3. Assist in the development of City polices, along with providing training and guidelines as needed.

Proposal Contents & Instructions

Interested firms may submit a proposal for one or more of the legal services requested in this RFP document.

Please note that proposals for more than one of the three services must be submitted as separate documents. **A single proposal addressing more than one service area cannot be considered.**

In addition to the information included below for each of the services, proposals should include the following:

- ✓ Name of the firm
- ✓ Services to be rendered
- ✓ Local address
- ✓ Telephone number
- ✓ Contact person name, email, and phone number (for purposes of follow-up coordination & interview scheduling)

Proposals for **City Attorney / General Legal Services** shall also include:

- ✓ The areas of expertise and general services available
- ✓ The general qualifications of the firm as related to the requested services
- ✓ An explanation of how the services outlined in the scope of work will be provided including the firm's approach and capacity including permanent attorney assignments at other public sector clients
- ✓ Current resume of the person who will be responsible for fulfilling the obligations as City Attorney to the City, and his or her designees
- ✓ Resumes of other professional staff that will be responsible for providing supporting legal services
- ✓ Expectation for how the attorney(s) will be available and responsive to City personnel and preferred contact methods
- ✓ Summary of previous or current services performed for the City of Eagan
- ✓ Summary of legal services provided at other municipalities and relevant references including contact information
- ✓ Disclosures of all potential conflicts of interest if firm is to provide services to the City
- ✓ Explanation of firm's research capabilities, and the approach and references that you utilize in providing reports, memos, and opinions
- ✓ Detailed summary of all fees and/or charges that may arise for provided municipal legal services
- ✓ Description of billing services and tracking capabilities for clients including the ability to track legal costs by project or case and by attorney and to search legal invoices by key word
- ✓ Copy of the firm's most recent audit or financial report

Proposals for **Labor Attorney / Labor Law Services** shall also include:

- ✓ The areas of expertise and general services available
- ✓ The general qualifications of the firm as related to the requested services

- ✓ An explanation of how the services outlined in the scope of work will be provided including the firm's approach and capacity
- ✓ Current resume of the person who will be responsible for fulfilling the obligations as Labor Attorney to the City
- ✓ Resumes of other professional staff that will be responsible for providing supporting legal services
- ✓ General availability of the aforementioned staff and preferred contact methods
- ✓ Summary of previous or current services performed for the City of Eagan
- ✓ Summary of legal services provided at other municipalities and relevant references including contact information
- ✓ Disclosures of all potential conflicts of interest if firm is to provide services to the City
- ✓ Explanation of firm's research capabilities, and the references that you utilize in providing reports and memos
- ✓ Detailed summary of all fees and/or charges that may arise for provided municipal legal services
- ✓ Copy of the firm's most recent audit or financial report

Proposals for ***Prosecution Services*** shall also include:

- ✓ Current resumes for each attorney who will be responsible for fulfilling the obligations as Prosecuting Attorney to the City
- ✓ Indication of which attorney who will primarily serve as prosecutor and description of backup personnel available
- ✓ Description of special areas of expertise or experience held by individuals within the firm
- ✓ Plan for how the attorney(s) will be available and responsive to City personnel, specifically Police Officers
- ✓ Explanation of firm's research capabilities, and the references that you utilize in providing reports and memos
- ✓ Detailed summary of all related services that will be provided in conjunction with the proposed prosecution services (training sessions for police, regular written updates and policy statements, etc.).
- ✓ Summary of previous or current services performed for the City of Eagan
- ✓ Summary of legal services provided at other municipalities and relevant references including contact information
- ✓ Disclosures of all potential conflicts of interest if firm is to provide services to the City
- ✓ Detailed summary of all fees and/or charges that may arise for provided municipal legal services
- ✓ Copy of the firm's most recent audit or financial report

All proposals must be sent via email* to:

Ashleigh Sullivan
 Assistant to the City Administrator
asullivan@cityofeagan.com

*Please do not submit hard-copy proposals.

Proposals must be received no later than 4:30pm on Friday, August 2, 2024.

Proposal Evaluation and Contract Award

The City intends to award a contract to the firms identified as most qualified to perform the services for the City. Cost of services will also be a factor in selection. Following submission of proposals, staff will be in contact with firms should they be invited to participate in an interview. Selection of firms will take place later in the year with formal action by the City Council.

The City shall not be liable for any expenses incurred by the proposer including, but not limited to, expenses associated with the preparation of the proposal or final contract negotiations.

The City of Eagan reserves the right to reject any and all proposals or to request additional information from interested firms.

Contract Execution, Ethics, & Anti-Discrimination Policy

Negotiations

Notwithstanding a contract award, the City reserves the right to negotiate the final terms and conditions of the contract to be executed. Should the City and the firm to whom the contract(s) is recommended to be awarded be unable to mutually agree upon the entire contract, the City reserves the right to discontinue negotiations, select another firm or reject all of the proposals. Upon completion of negotiations agreeable to the City and firm to be retained, a contract shall be executed.

Ethics & Anti-Discrimination Policy

No elected official or employee of the City who exercises any responsibilities in the review, approval or implementation of the proposal or contract shall participate in any decision which affects his or her direct or indirect personal or financial interest.

It is a breach of ethical standards for any person to offer, give or agree to give any City employee or Council person or for any City employee or Council person to solicit, demand, accept or agree to accept from another person or firm, a gratuity or an offer of employment whenever a consideration was motivated by an individual, group or corporate desire to obtain special, preferential, or more favorable treatment than is normally accorded to the general public.

The firm(s) shall not assign any interest in this contract and shall not transfer any interest in the same without prior written consent of the City.

The firm(s) shall not accept any client or project which, by nature, places it in an ethical conflict with its representation of the City of Eagan.

The City requires affirmative action and, therefore, the firm(s) selected shall not discriminate under the contract against any person in accordance with federal, state or local regulation.