

# City of Gold Bar

EST. 1910

107 – 5<sup>th</sup> Street, Gold Bar, WA 98251



**REQUEST FOR QUALIFICATIONS  
CITY ATTORNEY SERVICES  
OPEN UNTIL FILLED**

**5PM PST**

**City of Gold Bar**

**107 5<sup>th</sup> Street**

**Gold Bar, WA 98251**

**360-793-1101**

[www.cityofgoldbar.us](http://www.cityofgoldbar.us)

**City of Gold Bar  
Request for Qualifications  
For City Attorney Legal Services**

**I. Purpose**

The City of Gold Bar is a Washington optional municipal code city, with a population of approximately 2,175. It provides a wide variety of services to citizens and visitors in the Gold Bar area. These include public safety, building inspections, code enforcement and an array of other services. It is imperative this governance relies on quality legal services. This scope of services will include the appointment of one individual or law firm to serve in the position of City Attorney.

The City of Gold Bar (the "City") is soliciting sealed Requests for Qualifications (RFQ) from an individual attorney, or an attorney firm, to provide City Attorney services. Attorneys are invited to submit qualifications for the provision of these services. In order to be considered, responses must address each of the requests for information included in this RFQ. In addition, information regarding rates and fees must be submitted on the Proposed Fees sheet included in this Request for Qualifications (RFQ). The sheet must be submitted in a separate sealed envelope titled "Proposed Fees".

Any questions regarding the RFQ should be addressed to Lisa Stowe, Clerk Treasurer, at [clerk.treasurer@cityofgoldbar.us](mailto:clerk.treasurer@cityofgoldbar.us). Sealed responses will be accepted by Denise Beaston, City Office Manager, and/or Lisa Stowe, Clerk Treasurer, at 107 5<sup>th</sup> Street, Gold Bar, WA 98251, opened until filled.

The City Attorney Services contract will be awarded by the City Council. The City of Gold Bar reserves the right to reject any and all proposals, waive technicalities or irregularities, and to accept any proposal if such action is believed to be in the best interest of the City.

The scope of services for which fees and rates are requested is divided into three categories: general representation, special projects, and litigation. These categories are more fully described in Section III.

The firm will be required to provide a detailed, itemized billing for each category (including general representation) on a monthly basis.

## **II. Minimum Qualifications**

A. Each attorney who would provide services must possess a Juris Doctorate degree from a law school accredited by the American Bar Association.

B. Each attorney who would provide services in the proposed team must be licensed to practice law in the State of Washington and be a member in good standing of the Washington State Bar Association.

C. The proposed designated City Attorney must have a minimum of three (3) years full-time experience in the field of municipal law, with particular experience in public records, land use, public works construction, and employment law.

## **III. Professional Credentialing and Legal Services Required**

The City requires a full array of Municipal City Attorney services, including, but not limited to:

### **A. Basic Legal Services**

1. Reviewing and drafting agreements, contracts, deeds, easements, ordinances, and resolutions.
2. Reviewing agendas and supporting materials for the City Council meetings, furnishing legal advice, attending regular City Council meetings, generally held on the 1<sup>st</sup> and 3<sup>rd</sup> Tuesday of each month, and special City Council Meetings on an "as-needed" basis, as requested by the City Mayor.
3. Providing timely counsel and advice to the Mayor, City Council and city staff which may take place via telephone during normal business hours, or at meetings. Such counsel will generally focus on government operations, open meetings, public records, city ordinances, State law, personnel matters, property matters, and real estate matters including annexation, zoning, and condemnation.
4. Familiarity with the City's Code of Ordinances, applicable State and Federal laws, and other applicable City policies (such as City Personnel Policies and Procedures, code enforcement process, etc.)
5. Drafting and negotiating contracts as well as assisting with contract disputes.
6. Knowledge of laws and methods to facilitate effective code enforcement to improve deteriorating areas of the City, including demolition procedures and property maintenance code provision.
7. Knowledge of the Washington Public Records Act and Open Public Meetings Act.

### **B. Special Projects**

This category includes any unusually large projects, defined as projects that will require twenty (20) hours or more of attorney time to handle. Examples of these

special projects may include, but are not limited to, assistance in development of special purpose agreements or legal assistance to a City Council appointed board, committee, or commission.

**C. Litigation**

This category includes representation of the City either as plaintiff or defendant in litigation, and representation of the City in administrative proceedings before the City or other governmental units or agencies. This work includes both preparation for trial, and actual courtroom time, for all litigation filed by or against the City, and condemnation proceedings and other litigation which may arise.

**IV. Proposal Requirements**

**Each RFQ must include the following information:**

- A. Individual or firm name, including the address of office in which the work will be performed.
- B. Number of years the individual or firm has been in business (in the case of a firm, include a list of principals in the firm); a biographical sketch with education, years of legal experience, and years of municipal law. A statement identifying the principal anticipated to be the attorney with responsibility for providing the City of Gold Bar with City Attorney Services.
- C. In the case of a firm, a list of supporting attorneys who will provide legal services to the City of Gold Bar, named in rank order; any attorney anticipated to represent the City of Gold Bar, complete with educational and credentialing information, years of legal experience, and years of municipal legal experience; and information of any areas of specialty within the field of municipal law.
- D. Summary of qualifications, specializations, experience, professional affiliations, special training, and a license to practice law in the State of Washington. A member in good standing of the Washington Bar with experience in Washington municipalities and knowledge of municipal law, municipal finance, personnel law, land use, or other related fields.
- E. Number of staff, by discipline, in your law office and copies of their resumes.
- F. List a minimum of five (5) professional references, including current municipal clients that you or your firm has represented in the past five (5) years. List a contact person for each client with a telephone number for the contact person.
- G. Please provide a list of any clients that you currently represent that could cause a conflict of interest with responsibilities for the City of Gold Bar. Describe how you would be willing to resolve these or any future conflicts of interest.
- H. If your firm has filed any litigation in the past five (5) years in which either the City of Gold Bar or one of its employees was named as a defendant. Please describe the case(s).

- I. If you have filed any litigation in the past five (5) years in which a municipality was defendant, please describe the case(s).
- J. Any other documentation which the firm/individual deems necessary which will detail the firm's or individual's professional experience.

Each submittal should provide a summary detailing the experience and understanding of the role of providing consulting legal services as a City Attorney.

**V. Proposed Fees.** The fee schedule shall be completed and provided.

Proposed Fees for City Attorney Services for the City of Gold Bar.

The following rates are proposed by the firm or individual of \_\_\_\_\_ for City Attorney services to the City of Gold Bar.

- |   |          |
|---|----------|
| 1. General Representation, Monthly Retainer   | \$ _____ |
| 2. Special Projects, Hourly Rate              | \$ _____ |
| 3. Litigation, Preparation Time – Hourly Rate | \$ _____ |
| 4. Litigation, Court Room Time – Hourly Rate  | \$ _____ |

**VI. Evaluation Process.**

After the deadline for receipt of RFQs, the Mayor shall review the proposals and may invite the most qualified firms to an interview. Such interview may include an interview before the City Council. The Mayor shall have the power of appointment, subject to confirmation by a majority vote of the City Council.

**VII. Contract Award.**

The contract may be awarded for an initial period that harmonizes with the City's Fiscal Year and may then be renewed unless terminated by either party. However, the City Attorney shall work at the pleasure of the Mayor and nothing herein shall limit the City's ability to terminate the contract at will without penalty.

**BASIS OF AWARD**

The City of Gold Bar will make its selection based on the following:

- Demonstrated competence, experience, knowledge and qualifications.
- Availability, references, and billing rates of person or persons serving as the City's attorney.

All costs, directly or indirectly, related to the preparation of a response to this RFQ for any oral presentation required to supplement and/or clarify the RFQ which may be

required shall be the sole responsibility of, and shall be borne by, the attorney or attorneys.

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Six (6) originals of proposal must be sealed and returned to the City of Gold Bar, Attention: Lisa Stowe, Clerk Treasurer, 107 5<sup>th</sup> Street, Gold Bar, WA 98251. All proposals must be plainly marked with "City Attorney Services RFQ". One (1) digital copy shall be provided to the Clerk/Treasurer at [clerk.treasurer@cityofgoldbar.us](mailto:clerk.treasurer@cityofgoldbar.us). All proposals submitted become the property of the City and are subject to the Public Records Act, Ch. 42.56, Revised Code of Washington (RCW).

The applicant is responsible for delivery of RFQ response by the date and time set for the closing of the proposal acceptance. Responses received after the date and time set for the closing will not be considered. The City of Gold Bar reserves the right to reject any and all proposals and waive informalities in proposals received.

Any questions regarding this RFQ should be addressed in writing as follows:

Lisa Stowe [clerk.treasurer@cityofgoldbar.us](mailto:clerk.treasurer@cityofgoldbar.us)

Responses must be delivered to the following.

Address: City of Gold Bar, Clerk Treasurer  
107 5<sup>th</sup> Street  
Gold Bar, WA 98251