CITY OF LAUREL

REQUEST FOR PROPOSALS FOR CIVIL CITY ATTORNEY

(estimated ½ time position)

A. Requirements for Submission of City Proposal:

1. Time for Filing: Not later than January 26, 2022 at 5:00 p.m., addressed to the City of Laurel, Bethany Langve, Clerk-Treasurer, P.O. Box 10, Laurel, Montana 59044; or hand delivered to the Clerk-Treasurer at City Hall, 115 W. 1st Street, Laurel Montana.

2. Sealed Envelope: Outer envelope containing proposal should be marked: "PROPOSAL FOR CIVIL CITY ATTORNEY”. If contained in a mailed envelope, the mailing envelope should be marked to indicate it is the outer, sealed envelope.

3. Three copies of the proposal are required.

4. The City will open proposals after above deadline expires.

B. Scope of Services (under the direction of the Mayor):

1. Act as chief legal adviser for the City providing legal advice and representation for the Mayor, City Council, Department Heads, City Departments, Employees and Staff, and Committees and Commissions.

2. Represent the City in all civil matters including but not limited to, litigation in all Courts, Boards, Commissions, and other Administrative Agencies of the County, State and Federal jurisdictions.

3. Frequent contact with the public, other attorneys, and courts requiring communicating and presenting complex information and using considerable diplomacy.

4. Responsible for negotiation, defending or settling legal disputes which may involve significant amounts of City resources and funds.

5. Issuing legal opinions on behalf of the City.

6. Other general legal duties as assigned by the Mayor and/or CAO.

C. Minimum information required for the Proposal:

A Letter of Interest that must address the following:

a. Experience in municipal and/or city law.

b. License to practice in Montana and a member in good standing of the State Bar of Montana

c. Cost proposal-annual and monthly fee requirement

d. Existence of conflicts of interest.

e. Past or present work for the City of Laurel.

f. Criminal prosecution experience.

g. Specify your preference to be an independent contractor or employee.

D. Length of Contract

The contract term shall be negotiated; however, a two-year contract is desired. The contract is renewable at the discretion of the City. Items contained in the contract may be renegotiated as necessary to meet the needs of the City. The City will provide the written contract for services.

The City reserves the right to reject any and all proposals, to waive irregularities, and to request additional information from the attorney or law firm submitting the proposal.

Dated this 14th day of January, 2022.

Bethany Langve

Clerk/Treasurer