

REQUEST FOR QUALIFICATIONS (RFQ)

**for
Professional Services
as the City Attorney
for the City of Tillamook
in
Tillamook County, Oregon**

April 17, 2014

**Responses Due
May 2, 2014
2:00 PM**

**CONTACT:
PAUL WYNTERGREEN
503-842-2472, ext. 3460
pwyntergreen@tillamookor.gov**

SUBMIT RESPONSES TO:

**PAUL WYNTERGREEN
CITY MANAGER
210 LAUREL AVENUE
TILLAMOOK, OR 97141**

1.0 REQUEST

Sealed responses marked "Request for Qualifications for City Attorney" will be accepted by the City of Tillamook, 210 Laurel Avenue, Tillamook, OR 97141, attn: Paul Wyntergreen, or by hand delivery to Paul Wyntergreen, City Manager, 210 Laurel Avenue, Tillamook, until 2:00 p.m. local time, May 2, 2014.

This request is part of a periodic process of review of all existing personal service contracts with the City. As such, the City will be comparing the range and depth of services being offered in contrast to the rate to be billed for those services in order to increase the economic efficiency of services provided. In order to accomplish that goal, the City is interested in your firm's responses to the following questions:

What experience does your firm possess in relation to local, State, and Federal law and its application and interpretation for the benefit of a municipality or similar organization?

What experience does your firm have with Oregon land use law?

What experience does your firm have in coordinating legal services with an insurance provider such as City/County Insurance Services?

What are the criteria under which your firm would decide to delegate or recommend delegation of specialized legal tasks to outside firms?

How does your firm approach translating complex legal issues into plain English for the decision-makers benefit?

How would your firm use technology to keep information flowing?

How will your firm optimize staffing and responsiveness for the benefit of the City?

How would your firm propose to structure its rates and billings as the Attorney of Record for the City?

How will your firm handle any necessary transition process?

What additional benefits will your firm bring to the City over and above those contemplated by this request?

Creative, workable, and efficient approaches to the above questions will receive significant weighting in the rating and ranking process described below.

Anticipated Start date is July 1, 2014, with Notice of Award to be mailed on May 20, 2014 and Contract refinement to be prepared the following week. The successful response will be used as the basis for a subsequent Personal Services contract. The City Manager will be the local contact for the Firm and will facilitate the Firm's interaction with the City, as it performs contractual services.

2.0 BACKGROUND

This is the first year in a long while that the City has gone out for a Request for Qualifications for Attorney services. The current City Attorney will be encouraged to respond. The RFQ process is being applied across the board to almost all existing Personal Service contracts. The new Council is seeking to increase efficiency & services and to test market competitiveness.

The City will not require attendance at every Council meeting, only those where an issue requiring interactive legal feedback is known in advance. Frequently, your legal services will be provided in written form through a proscribed chain-of-command.

3.0 DESCRIPTION OF SERVICES

The firm shall provide a full scope of services offered (and affiliated billing rates) as outlined in this RFQ. The responding firm may propose alternative components or solutions not identified in this document.

4.0 RFQ EVALUATION CONSIDERATIONS

All responses will be judged based on the following criteria, with the evaluation weighted as indicated:

4.1 Category 1 – Qualifications (35%)

The experience of key personnel assigned to the project with regard to their documented ability to successfully provide the proposed services. The firm shall submit resumes of the key personnel who would perform the described work. Each resume shall reflect the competency of each staff member for the work, noting past experience and expertise of similar scope and complexity.

4.2 Category 2 – Resources and Capabilities (25%)

The Firm's resources and responsiveness, including the description of services provided by the firm to successfully support the City.

The Firm shall have the capability to provide quality and responsive services with respect to the following:

- a. Ability to meet the City of Tillamook's legal needs, including the ability and willingness to work cooperatively with City staff;
- b. Use of current technology;
- c. Clear, creative, workable, and efficient approaches to the questions in Section 1; and
- d. Demonstrated ability to deliver the proposed services for the optimal benefit of the City.

4.3 Category 3 – Service pricing (40%)

The proposed service rate pricing and the firm’s approach to minimizing legal service costs will be evaluated under this category.

5.0 INSTRUCTIONS TO FIRMS

5.1 Contact Person

For questions or clarifications regarding any element of this RFQ, the following individual can be contacted:

Paul Wyntergreen, City Manager
City of Tillamook
210 Laurel Avenue
Tillamook, OR 97141

503-842-2472 ext. 3460
pwyntergreen@tillamookor.gov

5.2 Addenda to RFQ

In the event that it is necessary to revise any part of the RFQ, addenda will be provided to all vendors who received the initial RFQ or subsequently requested a copy. This includes any amendment of dates in the Schedule for Selection Process. Any addenda so issued are to be considered part of the specifications of the RFQ. The City is not responsible for any explanation, clarification, interpretation or approval made or given in any manner except by written addenda issued by the City of Tillamook.

If RFQ holders obtain the RFQ from a third party, they must notify Paul Wyntergreen of the City of Tillamook in writing or by email to be on the RFQ holders list.

5.3 Firm’s Responsibility for response Costs

The Firm shall be fully responsible for all response development and submittal costs. The City of Tillamook assumes no contractual or financial obligation as a result of the issuance of this RFQ, the preparation and submission of a response by a Firm, product demonstration by a Firm, the evaluation of an accepted/rejected response, or the selection of the finalist(s).

5.4 Ownership of responses

All responses and associated materials received shall become the property of the City of Tillamook.

5.5 Response Acceptance or Rejection

The City of Tillamook reserves the right to reject any or all responses, to accept or reject any or all the items in the response, to waive any informality in the responses received, and to award a contract in whole or in part, if it is deemed to be in the best interest of the City of Tillamook. The City of Tillamook reserves the right to negotiate with any firm after responses are opened and the winning response is awarded, if such action is deemed to be in the best interest of the City of Tillamook.

In addition to the factors mentioned above, Firms are cautioned to review carefully all terms, conditions and specifications of the RFQ prior to submittal of responses. The Personal Services may be awarded strictly on the basis of the Firm's response including the Firm's qualifications as received and without further discussion. Therefore, each response should be submitted to the City of Tillamook in the most favorable terms from both a cost and qualification standpoint.

5.6 All responses shall be valid through June 30, 2014.

5.7 Withdrawals and Modifications

Any responses can be withdrawn or modified in writing by contacting Paul Wyntergreen, City of Tillamook, prior to the May 2, 2014 closing time.

5.8 Contract

The successful respondent will be expected to enter into a contract with the City of Tillamook. The respondent will be required to maintain Errors and Omissions insurance for the duration of the agreement.

5.9 Proposed RFQ and Contract Schedule

The City of Tillamook reserves the right to change the schedule or terminate the selection process at any time at the City of Tillamook's sole discretion. Notice thereof will promptly be provided to parties on the City of Tillamook's RFQ holders list.

6.0 FIRM REQUIRED INFORMATION

The response must include:

- a. The Firm name, address, FAX, phone number, voice phone number of the Firm and Contact Person for the response.
- b. A description of the Firm;
- c. A list of the names, positions, and responsibilities of each of the Firm's personnel that will be assigned to provide services for the project;
- d. A copy of brief resumes for the lead persons to be assigned to the City;
- e. The identity of the Firm's manager with corporate responsibility for performance of the services provided; and
- f. The Firm's related experience to perform the range of services requested by this RFQ, including customer reference contacts.

7.0 COMPLAINTS

Any respondent who has submitted a response to the City of Tillamook and who is adversely affected by the City of Tillamook's contract award to another respondent has 5 days after issuance of the Notice of Intent to award the contract, to submit a written protest of award to the City of Tillamook. Such right to protest shall conform to the requirements of OAR 137-030-0104(1) and specify the grounds upon which the protest is based.

An adversely affected respondent must exhaust all avenues of administrative review and relief before seeking judicial review of the City of Tillamook's contract selection. Written concerns must be mailed to:

Paul Wyntergreen, City Manager
City of Tillamook
210 Laurel Avenue
Tillamook, OR 97141