



**CITY OF GIG HARBOR  
REQUEST FOR PROPOSALS  
CITY ATTORNEY GENERAL LEGAL SERVICES**

Interested individuals or firms are invited to submit qualifications for contracted City Attorney services.

The City Attorney is the chief legal officer for the City. Under the direction of the Mayor and City Administrator and as a member of the City's executive team. The City Attorney is an appointed position. The Gig Harbor Municipal Code provides that the City Council shall approve the contract for the city attorney. Appointment of a city attorney may be on a full-time basis or by any reasonable contractual arrangement for such professional services. The Mayor, City Administrator and/or City Councilmembers may propose individuals and/or firms for the position of City Attorney.

Submissions are due at City Hall by 4:30 p.m. on Friday, November 1, 2019. Faxed proposals WILL NOT be accepted.

The Mayor seeks services encompassing the traditional scope of work including legal counsel, opinions, consultation and coordination with special counsel and the city prosecutor. Attendance at a variety of meetings will be required, including staff meetings and Council meetings as specified. For a copy of the RFP you can access the City's website, [www.cityofgigharbor.net](http://www.cityofgigharbor.net) or phone Human Resource Manager, Kameil Borders at 253-851-5039 or email: [bordersk@cityofgigharbor.net](mailto:bordersk@cityofgigharbor.net).

**Delivery:** Submissions may be mailed, or hand delivered marked "City Attorney-Legal Services Proposal" to the City of Gig Harbor City Hall. Please see the RFP for specific information regarding delivery.

**Communications:** All communications regarding this request for proposals are to be directly to the City Human Resource Manager.

**Minimum Qualifications:**

1. Each attorney in the proposed team must possess a Juris Doctorate degree and have graduated from a law school accredited by the American Bar Association.
2. Each attorney in the proposed team must be a member in good standing

of the Washington State Bar Association.

3. The proposed designated City Attorney must have a minimum of five (5) years' experience within or with municipal government in providing general municipal legal services.
4. Extensive knowledge of federal, state and municipal status, case law, regulations and polices relevant to city government in areas of civil land use and administrative law; of legal procedures; and court room procedures.
5. Experience in municipal issues, such as zoning, environmental questions, land use permits, annexations and growth boundary review building codes personnel issues, public utilities, contract development and interpretation, public records act, forfeiture /seizure, code enforcement /abatement and police liability.
6. The City of Gig Harbor reserves the right to reject any or all proposals, waive technicalities or irregularities and to accept any submission if such action is believed to be in the best interest of the City.



**CITY OF GIG HARBOR  
REQUEST FOR PROPOSALS  
CONTRACTED CITY ATTORNEY SERVICES**

**GENERAL INFORMATION**

**Purpose**

The purpose of this Request for Proposals (RFP) 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 Gig Harbor is a Noncharter Code City as described under Title 35A.12 in the Revised Code of Washington.

**BACKGROUND INFORMATION**

The Gig Harbor community prides itself on its remarkable atmosphere, natural beauty, exceptional schools, and many parks and beach areas. Gig Harbor is a model city protecting its historical character, while managing the demands of rapid growth.

The City operates under the strong mayor-council form of government with seven City Councilmembers. The City Council establishes citywide policy and elected Mayor is responsible for the day-to-day administration of city business, implementation of council policies and establishment of operating policies and processes.

The City has its own Police Department and Municipal Court. Prosecution Services are provided under contract with Glisson & Morris. Public Defense services are through a contract with the Department of Assigned Counsel.

The City has its own Public Works Department and provides water and sewer service to approximately 4,188 accounts. The City has 3 union contracts, 1 with the Police through Teamsters Local No.117; 1 with the Supervisors Guild and 1 with the Employee Guild. There are approximately 110 employees in the City with the majority in Public Works.

## **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. Areas of particular need are land use law, including but not limited to zoning and development regulations, platting, Growth Management Act compliance, annexations, and Shorelines Management Act compliance. Other services include:

- Availability to spend three days per week at the city.
- Being available for phone consultations with the Mayor, Councilmembers, and staff when not at the city.
- Bringing to the attention of the Mayor, City Council, or staff matters of relevance to new legislations or recent court decisions.
- Maintaining a liaison with other associated special counsel.
- Respond in a timely manner to inquires from authorized City department and/or elected officials through the City routing system and provide regular status reports on active issues through present routing system.
- Attendance at all regular City Council meetings every second and fourth Monday evening of each month and attendance at the Work Study sessions every third Monday of the month, as needed.
- Availability for special sessions of the City Council.
- Attending and actively participating in management meetings and any special meetings with Mayor and staff when requested.
- Prepare and/or review of ordinances, resolutions, and contracts and other documents as requested to represent and protect the City's interest and advise the City with regards thereto.
- Litigation services - Representing the City either as a plaintiff or defendant.  
Representing the City before Administrative proceedings before other governmental units.
- Services related to the formation of Local Improvement Districts and the collection of assessments.
- Services related to the city's Transportation Benefit District.

- Contract law including such subjects as personal services, equipment, and real estate leases and purchases.
- Eminent Domain
- Right of Way Acquisition
- Utilities
- Public Records Request
- Basic human resource law

The City currently is under contract for services in personnel law, human resource management, and labor negotiations. This does not preclude the proposer from providing information on this area of expertise for consideration in providing such services in the future.

## **SELECTION PROCESS**

### **The Mayor desires the following:**

- Advanced knowledge of all municipal government legal issues.
- Availability, references, and billing rates of person or persons serving as the City's contracted attorney.
- Advanced understanding of Washington State land use law including, but not limited to GMA, SMA and SEPA.
- Proposed fee structure. Propose a compensation package, inclusive of all service costs. The Mayor is open to a variety of approaches, including hourly rates or a flat, monthly with add-ons. With Council input, the Mayor will select the finalists by considering the proposed compensation as a "best and final offer", although the Mayor reserves the right to negotiate terms as needed to improve elements of the proposal to best meet the needs of the City, including costs.
- 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.)
- Include a rate schedule for all assigned staff. (Please address experience with municipal government legal services.)
- Names and references, including contact person and telephone numbers of organizations for which the firm has provided similar services.

## **CONSULTANT SELECTION**

Submittals will be narrowed to a list that may be asked to participate in interviews. The Mayor will review and evaluate each statement of qualifications based on:

- Demonstrated understanding of municipal government issues and law.
- Proposed fee structure.
- Qualifications of assigned counsel and other staffing resources.
- Availability of legal counsel to be present at the Civic Center three days a week
- Availability of legal counsel to attend meetings and otherwise serve City of Gig Harbor.
- Results of references.
- The Mayor reserves the right to modify the selection criteria.

## **CONSULTANT FEE AND CONTRACT**

Upon selection, the fee and contract will be negotiated with the Mayor and approved by the full City Council.

## **QUESTIONS**

All questions regarding this proposal shall be directed to:

Human Resources Manager – Kameil Borders  
Email: [bordersk@cityofgigharbor.net](mailto:bordersk@cityofgigharbor.net)  
Phone: 253-851-5039

Late submissions, faxes or telephone proposals will not be accepted. Digital proposals may be submitted via email, but the City assumes no responsibility for formatting or transmission errors.

## **TERMS AND CONDITIONS**

Not all proposers may be interviewed. The proposer shall be responsible for the accuracy of the information supplied. The Mayor 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 and, to issue additional RFPs. The Mayor reserves the right to negotiate all elements which comprise the apparent successful proposal to ensure that the best possible consideration is afforded to all concerned. Nothing contained herein shall require the Mayor to award a contract. The contract resulting from acceptance of a proposal by the Mayor shall be in a form supplied or approved by the Mayor and shall at a minimum reflect the specifications in the RFP. The Mayor reserves the right to reject any proposed agreement or contract that does not conform

to the specifications contained in this RFP. The City shall not be responsible for any costs incurred by the firm in preparing, submitting, or presenting its response to this RFP.

### **SCHEDULE OF PROPOSAL PROCESSES**

The City provides the following schedule. This is for information only and will be adjusted as needed. Proposers are encouraged to reserve flexibility for interviews as the City will not be able to allow much advance notice when scheduling initial interviews.

- Distribution of RFP – September 12, 2019.
- Deadline for Submittal of Proposals – Friday, November 1, 2019 at 4:30 p.m.
- All submissions must be received by the City on this date. Late submissions will not be considered.
- Possible Finalist interviews: To be determined.
- Firm selection: To be determined.

### **SUBMISSION DEADLINE**

One (1) original and One (1) copy of the response materials shall be submitted on or before **4:30 p.m. PST, on Friday, November 1, 2019**. All proposals must be sealed and marked “City Attorney-Legal Services Proposal”. Submit to:

Mailing Address:

City of Gig Harbor  
ATTN: HR Manager  
3510 Grandview Street  
Gig Harbor, WA 98335

Hand Delivery Address:

City of Gig Harbor  
ATTN: Kameil Borders  
3510 Grandview Street  
Gig Harbor, WA 98335

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. Items such as special bindings, color displays, glossy finishes, and promotional materials are not desired. Submittals should be limited to a total of 15 pages.