City of
Damascus

19920 SE Highway 212
Damascus, OR 97089

www.damascusoregon.gov

Phone: 503-658-8545
Fax: 503-658-5786

Request for Qualifications:
City Attorney Services

Deadline: Friday, December 6, 2013 (5:00 p.m.)

Submit to:
City of Damascus
ATTN: Matt Zook, Pro Tem City Manager
19920 SE Highway 212
Damascus, OR 97089

Questions:
Matt Zook, Pro Tem City Manager
19920 SE Highway 212
Damascus, OR 97089
503-658-8545

The City of Damascus is currently seeking the services of an attorney or attorneys to fulfill the duties and responsibilities described in this Request for Qualifications (RFQ) for City Attorney services. The City is inviting attorneys or firms to respond to this RFQ with Statement of Qualifications for the purpose of providing the City with the needed legal services listed in this request.

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Request for Qualifications for the City of Damascus, Oregon
Deadline for Submittal: Friday, December 6, 2013
Submittals required no later than 5:00 p.m. PST

Statement of Qualifications for:

Name: _____

Firm: _____

Title: _____

Address: _____

Telephone: _____ Facsimile: _____

Email: _____

I do hereby attest that the information submitted herein is true, accurate, and complete to the best of my knowledge and I understand that any falsification, omission, or concealment of material fact may subject me to disqualification.

_____
Signature

All responses must be submitted as set out in this RFQ. Please submit one (1) signed original copy and one (1) electronic copy. The original submittal must be sealed and delivered to:

City of Damascus
ATTN: Matt Zook, Pro Tem City Manager
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The electronic copy shall be submitted to: mzook@damascusoregon.gov by the deadline. Submittals received by the end of day (5:00 p.m.) on the deadline will be considered should the original be received after the deadline.

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I. INTRODUCTION

The City of Damascus was incorporated in 2004 with a Home Rule Charter and operates under a council-manager form of government. The City Council consists of a mayor and six councilors. The city manager is the administrative head of city government and is appointed by the city council. Damascus is a rural community of 10,539 people located on 10,467 acres in the Portland Metropolitan area.

The City of Damascus, located at 19920 SE Highway 212, Damascus, Oregon 97089, is requesting qualifications for City Attorney Services. Details concerning the necessary qualifications are contained in this document.

Qualifications will be due no later than 5 p.m., December 6, 2013.

II. PROPOSED SCOPE OF WORK

The City intends to select a qualified attorney or attorneys to provide the following services:

A. As routine services, the City Attorney will:
   a. Advise city officials on matters relating to city business.
   b. Attend City Council, Planning Commission, and other municipal meetings as requested by Council or the city manager – these meetings are often conducted in the evening.
   c. Represent the City in municipal court prosecutions.
   d. Prepare or review staff-developed ordinances, resolutions, contracts, agreements, leases, deeds and related documents for legal correctness and acceptability.
   e. Provide legal opinions on matters relating to city activities.
   f. Participate in the development of staff recommendations for action by the City Council.
   g. Have experience in Oregon land use law and the ability to draft, review, and present legal documents relating to land use issues.
   h. Advise and participate in code enforcement activities.
   i. Ensures that all current and future city ordinances are in compliance with State statutes.
   j. Assist city officials and employees to understand the legal roles and duties of their respective offices and interrelationships with others.
   k. Provides the Mayor and City Council with guidance as to the City's

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adopted council procedures and procedural matters relating to council meetings.

l. Represent the City in intergovernmental relations as appropriate.
m. Maintain appropriate records and files.
n. Assist in elections.
o. Assist with employment issues.
p. Perform related duties as assigned.

B. As non-routine services, City Attorneys will represent the City in:

a. Litigation and threatened litigation.
b. Proceedings before the state and federal courts, and administrative tribunals.
c. Proceedings before state and federal administrative agencies.

III. QUALIFICATIONS/EXPERIENCE

The minimum qualifications are:

1. Knowledge of general municipal law, contract law, land use law, and Oregon law governing cities and the ability to meet the duties and requirements listed under the scope of work;
2. Member of the Oregon Bar Association in good standing with a minimum five (5) years' experience as a practicing attorney-at-law with experience in municipal law;
3. Ability to perform services in a timely, cost-effective and thorough manner, and capacity to interact well with the City Council, city staff, and citizens.

IV. STATEMENT OF QUALIFICATIONS CONTENTS

In order to be considered as a Qualified Candidate, please provide the following requested information in the order indicated:

1. <u>Background</u>
   - A one page introduction and executive summary of the Qualifications Statement.
   - The name address, telephone number, email address, and facsimile number of the person authorized to represent the Candidate with respect to all notices, negotiations, discussions, and other communications

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relating to this RFQ, to any further selection process, and to any negotiations relating to a contract for the services.
- A brief description of your practice/firm including evidence that your practice/firm is financially sound.

2. Staff
   - Identify the attorneys who will be directly assigned to matters within the Scope of Work, their responsibilities for handling this relationship, their experience and qualifications. Include brief resumes.

3. Qualifications
   - Describe your firm's knowledge and experience in general municipal law, contract law, land use law, and Oregon law governing cities.
   - Briefly and specifically describe your firm's ability to perform services in a timely, cost-effective and thorough manner, and ability to interact well with the City Council, city staff, and citizens. For specific instances, please provide the name of the client, number or years serving this client, and the names of the attorneys in charge of this client.

4. Capabilities
   - Describe your firm's ability to provide staffing levels sufficient to supply consistent and timely legal support, including supervision of attorneys and administrative staff.
   - Describe your firm's billing and fee reporting system, including whether costs are broken down by hours, tasks, or both. Be as specific as possible.
   - Ability to interact with the City Council, the city manager, and city employees (as authorized by the city manager) via e-mail.

5. References
   - Provide three municipal client references for whom you provide city attorney services.

6. Insurance
   - Provide proof of insurance including the name of your professional liability insurance carrier and workers' compensation carrier and the limits of your insurance.

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V. EVALUATION CRITERIA

Each Statement of Qualifications will be judged as a demonstration of the candidate's capabilities and understanding of the City's work. Evaluation criteria and maximum points will be as follows:

Criteria	Maximum Score
1. Background	Pass/Fail
2. Staff	35
3. Qualifications	35
4. Capabilities	15
5. References	15
6. Insurance	Pass/Fail
Totals	**100 points**

VI. REVIEW AND SELECTION

The Review Committee will evaluate the Statements of Qualifications. The Committee will rank each Statement of Qualifications based on responses to the evaluation criteria listed in Section V. The following is the timeline for the selection process.

Friday, December 6th Deadline for qualification submittals.

Friday, December 20th Review committee completes ranking.

Thursday, January 2nd Rankings report submitted to City Council

During the evaluation review, the City has the right to alter the timeline or require any clarification or change needed to understand the candidate's qualifications. Based on the responses received, the City Council will decide how to proceed at the January 2nd meeting.

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VII. OTHER TERMS AND CONDITIONS

1. The City may solicit and secure background information based upon the information, including references, provided in response to this RFQ.

2. The City of Damascus reserves the right to waive formalities in the request for qualifications process, to accept or reject any or all statements of qualifications received as a result of this request, to negotiate with qualified attorney(s), or to cancel, in part or in its entirety, the request for qualifications if it is in the best interest of the City to do so.

3. The City reserves the right to negotiate separately with any candidate whatsoever, in any manner necessary to serve the best interests of the City.

4. The costs of submitting the qualifications are entirely the responsibility of the candidate and shall not be reimbursed in any manner by the City.

VIII. PROTEST PROCEDURE

Candidates may submit a written protest of anything contained in this RFQ no later than seven (7) calendar days prior to the deadline for submittals. Each protest and request for change must include the reasons for the protest or request and any proposed changes.

Candidates who claim to be adversely affected by the selection committee rankings of the proposals may submit a written protest of the rankings to the City no later than seven (7) calendar days after the date of the ranking notices.