

Purpose of RFP

The City of Florence, South Carolina invites the submittal of responses to this Request for Proposals (RFP) from qualified firms or individuals to serve as the City Attorney.

The City of Florence intends to consider Firms (on a contractual basis) and/or individuals (as a salaried staff member) who possess the professional and administrative capabilities to provide the scope of services detailed below.

Scope of Work

The City of Florence is seeking the firm to dedicate approximately 80-100 hours per month (individuals will be expected to work a 40 hour work week) dependent on the issues facing the City and its various departments. In addition to providing legal representation for the City Council, Staff, and Boards and Committees, the City Attorney shall perform the following functions:

1. Performs legal research, fieldwork, and other work and communicates the results to the appropriate person.
2. Negotiates, reviews, and prepares contracts, agreements, and conveyances, such as service agreements, lease agreements, franchise agreements, easements, purchase contracts, and other legal documents on behalf of the City.
3. Reviews, analyzes, drafts, and revises ordinances, policies, manuals, and other memoranda for the City and its various departments to ensure they are coherent, enforceable, and consistent with State and Federal law; advises the City Council, City Manager, and City departments when revisions and changes need to be made.
4. Researches, interprets, and applies laws, court decisions, and other legal authority in the preparation of opinions and briefs; prepares formal legal opinions upon request of the City Council and the City Manager.
5. Drafts ordinances and resolutions for the City Council, explains the foregoing, and answers questions related thereto.
6. Analyzes legislation including proposed State and Federal legislation affecting the City.
7. Engages in litigation-related matters including drafting, discovery, court attendance, mediation, investigation, hearings and trials, and similar activities, as needed.
8. Prepares for and attends the City Council meetings, and other meetings as necessary.

9. Supervises acquisition of real property interests for the City to include title review, interdepartmental communications, negotiations, and litigation.

10. Performs other such duties as may be required by virtue of this position as City Attorney and as directed by the City Council and City Manager.

Selection Process

From a review of the proposals received, the City may invite several Firms and individuals to be interviewed before making a final selection.

The selected Firm or Individual will negotiate with the City on fee and contract conditions. If, in the sole opinion of the City, an agreement cannot be achieved with the first respondent of choice, negotiations will proceed with the second or subsequent choice respondents until a mutually agreed contract can be negotiated.

Submittal Requirements

Interested parties should submit the following items in packet form to the City for consideration:

1. Statement of Qualifications and resources of the firm/individual, including governmental experience to include description of areas of expertise or relevant experience that may benefit the City.
2. Statement of Interest in providing service to the City.
3. Indication of ability to provide timely and efficient service to the City, including a specification of how many hours per week could be devoted solely to City business.
4. Suggested contractual terms to include hourly rates.
5. Other factors or information thought to be important to the City in considering the proposal.

While the City Attorney is expected to perform the primary legal service functions for the City, the City may hire specialized legal counsel to represent the City in various matters considered outside the normal scope of work. In the event the City hires outside counsel, the City Attorney is expected to represent the City's interest.

MINIMUM QUALIFICATIONS FOR RESPONDENTS

All individuals or firms must meet certain minimum qualifications listed below. Proposals received from respondents not meeting these requirements will not be considered.

- 1. Respondents must be currently licensed in the State of South Carolina to practice law.**
- 2. Respondents must be actively practicing law, and have been actively practicing for at least five**

years prior to the date of submission of this RFP.

3. Respondents must not be on any state or federal debarment or suspension list.

Evaluation Criteria

The criteria used to evaluate the RFP responses will include, but not be limited to, the following (items listed below are not listed in order of importance):

1. Qualifications of Firm/Individual, specifically as they relate to local government experience.
2. Reasonableness of price estimate.
3. Demonstrated prior experience of firm, taken as a whole, in conducting legal services.
4. Available resources to complete required work.
5. Responsiveness to the RFP, including any additional documents submitted.
6. Professional references.

Additional Instructions, Notifications and Information

No Obligation – The City reserves the right to: (1) evaluate the responses submitted; (2) waive any irregularities therein; (3) select candidates for the submittal of more detailed or alternate proposals; (4) waive interviews of any kind before accepting a proposal; (5) accept any submittal or portion of submittal; (6) reject any or all Respondents submitting responses, should it be deemed in the City's best interest; or (7) cancel the entire process. Proposals will be reviewed and forwarded to the Florence City Council for further consideration. The City reserves the right to select the proposal that best meets the needs of the City and to proceed in any fashion that it deems appropriate in making such selection so long as such process complies with all applicable laws.

Professional Liability Insurance – Firms shall have the appropriate liability insurance written by an insurer authorized to transact insurance in the State of South Carolina.

Proposal Submission Deadline

Submittals are due by 2:00 p.m. on February 13, 2023 at the City Center located at 324 West Evans Street, Florence, SC 29501.

Responses submitted by mail should be addressed to: **City of Florence, Attn: Lynwood F. Givens, Purchasing Agent, 324 W. Evans Street, Florence, SC 29501**. The City will not be responsible for late submission caused by the postal service, other carriers, or any other delivery problems regardless of the reason.

Contact

Lynwood F. Givens - Purchasing Agent

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Florence, SC 29501

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