

**CITY OF HUDSON  
REQUEST FOR  
PROPOSALS FOR LEGAL  
SERVICES**

**I. STATEMENT OF PURPOSE**

The City of Hudson invites law firms and attorneys qualified to practice law in the State of Wisconsin to submit a proposal to provide general legal services for the City.

This RFP and the interview process will be operated by the City of Hudson Finance & Personnel Committee, subject to approval by the Common Council.

**II. GENERAL INFORMATION**

The City of Hudson is in need of legal services as the result of the retirement of the current City Attorney. The City of Hudson has an estimated population of around 14,000 and is served by a Mayor and six Council members. The City of Hudson is a full-service City with professional staff working in the areas of clerk, human resources, finance, engineering, community development, parks, public work, utilities, public safety, and administration.

**III. SERVICES TO BE PROVIDED**

- A. Provide general legal counsel for the City, the Mayor and Common Council and other department heads and officials of the City. When requested by authorized personnel, the attorney shall give written legal opinions, which are to be filed with the City Administrator.
- B. Function as legal advisor to all Departments of the City government and represent the City in legal matters as requested.
- C. Draft ordinances, resolutions, contracts, and other documents as may be required by the City.
- D. Represent the City and advise the Board of Review during meetings.
- E. Apprise City officials as needed about changing laws and other legal matters that may be of interest and/or concern to the City.
- F. Render oral advice to the City Council and City Staff.
- G. Assist as necessary in the processing of insurance claims and coordinate with the various insurance carriers and defense counsel as required.
- H. Attend meetings of the City bodies as requested.
- I. Provide storage of existing files.

#### IV. PROPOSAL REQUIREMENTS

Submittals should include responses to each of the following items. Include other information as appropriate to address the services the City can expect from the attorney.

- A. Profile and history of yourself and your firm including attorneys in the firm and a list of the principals. Indicate the attorney(s) who will be responsible for work performed for the City.
- B. A listing of all current and past municipal government clients including the name and telephone number of the client contact.
- C. Current fee schedule. Indicate whether the fee schedule varies for different types of legal work or by attorney. Be sure to include travel fees as well.

#### V. EVALUATION CRITERIA

Submittals will be evaluated based on the following criteria:

- A. Qualifications and experience of the attorney and/or firm in working with Wisconsin municipal government.
- B. Experience and availability of staff assigned to serve the City.
- C. Scope and cost of services.
- D. References.

#### VI. TERMS AND CONDITIONS

- A. The City reserves the right to accept or reject any or all proposals. The City reserves the right to award a contract to the next most qualified attorney/firm if the successful attorney/firm does not execute a contract within forty-five (45) days after award of the proposal.
- B. The City reserves the right to request clarification of the information submitted and to request additional information of one or more applicants.
- C. The attorney's/firm's proposal must be received at the address below by 4:00 p.m. on March 1, 2021:

City of Hudson  
Attn: Aaron Reeves, City  
Administrator  
505 Third St.  
Hudson, Wisconsin 54016

Or via email to [areeves@hudsonwi.gov](mailto:areeves@hudsonwi.gov)

- D. All questions regarding this request for proposals should go to Aaron Reeves, City Administrator, at 715-716-5741 or [areeves@hudsonwi.gov](mailto:areeves@hudsonwi.gov)

## **TENTATIVE SELECTION SCHEDULE**

The following tentative schedule will be followed for selection of an attorney:

- A. February 2, 2021-RFP advertised and mailed to attorneys
- B. March 1, 2021 -Proposals due
- C. March 15,2021 -Selection of firms for interviews and scheduling
- D. March 22-25 -Interviews with selected attorneys/firms by Finance & Personnel Committee
- E. April 12, 2021 –Common Council reviews recommendation for appointment and makes final decision.
- F. May 1, 2021 -Term of appointment commences