

FIFE LAKE TOWNSHIP REQUEST FOR PROPOSALS

LEGAL SERVICES - GENERAL MUNICIPAL LAW

The Fife Lake Township (FLT) invites interested individual attorneys and law firms to submit written proposals to provide general municipal legal services.

The FLT is seeking general municipal legal services advising on matters before the FLT, as well as the occasional extended situation requiring more extensive legal services. It is expected that this individual or firm would be available to attend regular or special meetings upon request with advance notice. This individual or firm would be responsible in the rare cases, handling court trials/litigation.

The FLT currently contracts with outside counsel for services in areas such as land use, open meetings act and contract law. The FLT board is responsible for oversight of that contract and may delegate authority to utilize said services to a specific member.

The FLT meets regularly on the fourth Thursdays of each month except Nov & Dec are the third Thursdays, at 6:00 P.M and upon request may occasionally ask for your presence at a meeting. Occasional attendance at special meetings may be requested, based on need, and at the request of the board.

The FLT is prepared to review proposals from individuals or firms to serve as an independent contractor. The FLT is requesting that proposals include fees , on an hourly basis and any requirements for a retainer or other fees.

The FLT is unable to provide office space, although limited equipment, supplies, and copying services may be negotiated.

Proposals may be e-mailed as an attachment to:

Attention: Legal Services Proposal
Fife LakeTownship
supervisor@fifelaketwp.com
231.879.3963

Please submit proposals including your hourly rates **by Thursday, March 28, 2024 at 6pm**. We will review the proposals at our board meeting that night. *Please consider including a monthly fee for answering phone calls or emails that can be handled in 10 minutes or less for that flat rate.*

The FLT reserves the right to reject all proposals, to request additional information concerning any proposal, to accept or negotiate modifications to any proposal, to interview any proposer, and to waive any irregularities in any proposal following the proposal submission date, in order to serve the best interests of the FLT. It is the proposing individual or firm's responsibility to ensure their proposal reaches the FLT. The FLT is not responsible for technical or logistical difficulties in receipt of proposals.

All inquiries about this Request for Proposals and current legal services received by the FLT, including inquiries about past and current litigation, should be directed by e-mail to supervisor@fifelaketwp.com

Requested Information:

Proposals should include the following information. Proposers may submit additional information as deemed appropriate.

1. For individual proposers, employment history, and for firm proposers, legal status of firm or predecessor forms of organization, including specialization of individual, firm, or predecessor organization.

2. Qualifications for providing general legal services, for each attorney likely to provide services, including:

A. Years of municipal or other public sector law practice as a full-time government attorney or specializing in municipal or other public sector law practice in a law firm or as a sole practitioner.

B. Particular areas of knowledge and experience in Michigan government law, including but not limited to law related to FLT's. Examples of areas may include but are not necessarily limited to law related to:

1. Land Use Matters
2. Township Matters;
3. Open meetings Act compliance, FOIA requests;

C. Drafting experience, such as drafting of contracts, memoranda, ordinances, and resolutions.

D. Affiliations or clients that could cause conflicts of interest regarding likely FLT Attorney matters.

3. Cite any known potential conflicts.

4. Proposed compensation for general legal services. As an independent contractor, this should include any proposal for expense reimbursements beyond payments for time. For a firm's proposal, if the proposed compensation. If this will vary depending on which attorney does work, this should include the proposed method of charging for each attorney who will be performing work.

Thank you for your interest.

Fife Lake Township
Meetings held at 134 Morgan
St. Fife Lake, MI 49633
231.879.3963