

# VILLAGE OF BELLEVUE AND SUAMICO REQUEST FOR PROPOSALS FOR GENERAL LEGAL AND PROSECUTION SERVICES

## 1. STATEMENT OF PURPOSE

The Villages of Bellevue and Suamico invite attorneys qualified to practice law in the state of Wisconsin to submit a proposal to provide general legal services and/or prosecution services for the Village. A law firm interested in serving both communities may be interviewed simultaneously by both Villages.

## 2. GENERAL INFORMATION

The Villages of Bellevue and Suamico are located in Brown County and are pursuing legal services. The Villages are collaborating on the RFP process for efficiency purposes. Each Village will select their own firm(s) for general legal services and prosecution services. It is possible a Village selects a firm for general legal services and a different firm for prosecution services.

The Village of Bellevue has an estimated population of 15,733 and is served by a Village President and 4 Village Trustees. The Village of Bellevue employs a Village Administrator, is a member of the Central Brown County Water Authority and contracts for police services through the Brown County Sheriff's Department. Judge Ronald Metzler oversees the Bellevue Municipal Court.

- Initial appearances are held on the 1<sup>st</sup> Wednesday of the month beginning at 8:30 a.m.
- Pre-trials are held on the Monday preceding initial appearances at 11:00 a.m. by appointment only.

The Municipal Court is located at 3100 Eaton Road, Bellevue WI 54311

The Village of Suamico has an estimated population of 13,052 and is served by a Village President and 6 Village Trustees. The Village of Suamico employs a Village Administrator and contracts for police services through the Brown County Sheriff's Department. The Village owns three wells and one elevated storage tank. The Village also maintains 17 sewer lift stations. Judge Kevin Rathburn oversees the Suamico Area Joint Municipal Court, serving the communities of the Village of Suamico, Town of Chase and Town of Little Suamico.

- Court trials are held on the first Wednesday of each month beginning at 6:00 p.m.
- Court initials are held on the third Wednesday of each month beginning at 4:00 p.m. for juveniles and 6:00 p.m. for adults.
- Juvenile Truancy hearings are held the first Wednesday of each month beginning at 4:00 p.m.

The Municipal Court is located at the Suamico Municipal Services Center, 12781 Velp Avenue, Suamico, WI 54313.

### 3. SERVICES TO BE PROVIDED

#### **General Legal Services**

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

AND/OR

#### **Prosecution Services**

- A. Serve as prosecutor in Municipal Court and handle appeals from Municipal Court.

### 4. PROPOSAL REQUIREMENTS

Submittals should include responses to each of the following items. Include other information as appropriate to address the services the Village 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 Village.
- 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 (e.g., general counsel versus prosecution). Be sure to include travel fees, if any as well.

### 5. EVALUATION CRITERIA

Submittals will be evaluated based on the following criteria:

- A. Qualifications and experience of the attorney and/or firm in working with municipal government.

- B. Experience and availability of staff assigned to serve the Village.
- C. Scope and cost of services.
- D. References.

6. SCHEDULE OF DATES

The following schedule has been established by the Villages of Bellevue and Suamico for the selection of a firm to provide general legal services and prosecution services. Dates are tentative and subject to change.

<u>DATE</u>	<u>DESCRIPTION</u>
<u>August 21, 2020</u>	Publish RFP.
<u>October 2, 2020</u>	Proposals due to Villages by Friday, October 2 <sup>nd</sup> at 3:00pm.
<u>October 9, 2020</u>	Staff will contact firms regarding the status of their proposal.
<u>Week of October 23, 2020</u>	Interviews of selected firms will be conducted at Bellevue and/or Suamico Village Hall.
<u>November, 2020</u>	Village Boards meet to review recommendation from Village Board President and Administrator.
<u>December 7, 2020</u>	Village to complete negotiations and execute a contract for legal services and/or prosecution services with selected firm.
<u>December 8, 2020</u>	Notify all firms of final selection results.
<u>January 1, 2021</u>	Effective date for selected firm to become designated Village Attorney and/or Prosecutor.

7. TERMS AND CONDITIONS

- A. The Villages reserve the right to accept or reject any or all proposals. The Villages reserve the right to award a contract to the next most qualified attorney/firm if the successful attorney/firm does not execute a contract within thirty (30) days after award of the proposal.
- B. The Villages reserve the right to request clarification of the information submitted and to request additional information of one or more applicants.
- C. All questions regarding this request for proposals should be addressed to Diane Wessel, Village of Bellevue Administrator, at (920) 593-5512 or [dwessel@villageofbellevue.org](mailto:dwessel@villageofbellevue.org) OR Alex Kaker, Village of Suamico Administrator, at (920) 434-2212 or [AlexK@suamico.org](mailto:AlexK@suamico.org).
- D. There is no expressed or implied obligation for the Village(s) to reimburse responding firms for any expenses incurred in preparing proposals in response to this request.

- E. The proposals must be received at the mailing address below no later than Friday, October 2<sup>nd</sup> at 3:00pm:

Village of Bellevue  
Attn: Diane Wessel, Village Administrator  
2828 Allouez Ave  
Bellevue, WI 54311

AND/OR

Village of Suamico  
Attn: Alex Kaker, Village Administrator  
12781 Velp Avenue  
Suamico, WI 54313

OR

Emailing proposals are acceptable and shall be sent to Diane Wessel at [Dwessel@Villageofbellevue.org](mailto:Dwessel@Villageofbellevue.org) and Alex Kaker at [AlexK@Suamico.org](mailto:AlexK@Suamico.org).