**WHITE SULPHUR SPRINGS, MONTANA**

105 West Hampton Street

PO Box 442

White Sulphur Springs, Montana 59645

November 30, 2021

**REQUEST FOR PROFESSIONAL SERVICES: City Attorney, Civil and/or Criminal (Prosecutor)**

The City of White Sulphur Springs, Montana is soliciting proposals for City Attorney Services and/or City Prosecution Services [one or the other or both] for a 2-year contract term beginning on or after January 1, 2022. The City is requesting proposals from qualified firms providing legal services to local governmental units as described below. The description is by no means all-inclusive, and may be expanded or reduced to suit the individual contract.

Projects and/or assignments may include but are not limited to: attendance at City Council meetings, review of Municipal Code, preparation of Ordinances and Resolutions, review of contracts, deeds, policies and other legal documents, appearance before all courts, administrative agencies and other legal proceedings as needed, preparation of complaints for misdemeanors and infractions, production of discovery, reviewing all information for presentation of a criminal case, telephonic consultation with witnesses and law enforcement, provide training for law enforcement.

The work activities will include, but are not limited to:

1. Civil Attorney:
   1. Attending the City Council meetings,
   2. Preparing Ordinances and Resolutions,
   3. Reviewing and drafting contracts, deeds, policies and other legal documents,
   4. Representing the City before all courts, administrative agencies and other legal proceedings as necessary,
2. Criminal Attorney (Prosecutor):
   1. Attend before the City Court and/or District Court on behalf of the City regarding criminal citations,
   2. Drafting and filing Criminal Complaints,
   3. Reviewing written reports and preparing cases for trial,
   4. Providing discovery,
   5. Communicating effectively with law enforcement, including providing training on changes in the law.

Proposals should include:

* The firm's legal name, address, and telephone number;
* The principal(s) of the firm and their experience and qualifications;
* Experience and qualifications of the staff to be assigned to the project, specifically the identified services and skills available;
* Contacts that could be used as references for previous work involving infrastructure, subdivision, and zoning projects;
* A description of the firm's prior experience, identify counties/cities worked with in the last 5 years;
* A statement of interest regarding the identified projects and/or assignments; and
* A description of the firm's current work activities and how these would be coordinated with the project.

The successful proposal must address:

* Email and Internet capabilities
* Live vs. Electronic meeting attendance
* Confidentiality and
* Conflict of Interest

The selection of finalists will be based on an evaluation of the written responses. At the Council’s discretion, interviews may be held with the top-ranked firms.

The award will be made to the most qualified proposal which is deemed most advantageous to the Community considering all factors. Unsuccessful proposals will be notified as soon as possible.

This solicitation is being offered in accordance with federal and state statutes governing procurement of professional services. Accordingly, White Sulphur Springs, Montana reserves the right to negotiate an agreement based on fair and reasonable compensation for the scope of work and services proposed, as well as the right to reject any and all responses deemed unqualified, unsatisfactory, or nonresponsive.

Questions, requests for documents, and Proposals should be mailed to the above address, ATTN: Mayor Rick Nelson, or may be emailed to [wss@itstriangle.com](mailto:wss@itstriangle.com) with the header: *City Attorney RFQ Response*.

Proposals must be submitted/received on or before December 28, 2021 at 5:00 p.m. in order to be considered.

White Sulphur Springs, Montana is an equal opportunity employer.