

**REQUEST FOR QUALIFICATIONS (RFQ)**  
**RFQ 24-001 - Legal Services**

**I. Purpose**

Brooklet City Council (“City”) is soliciting statements of qualifications from qualified firms or attorney to provide legal services for the City of Brooklet, Georgia. It is the intent of the City to engage legal counsel services from an individual attorney or attorneys from a qualified law firm(s). The City may select multiple firms to serve its specific needs, but its preference is to select a single entity for general legal services.

**II. Instructions to Respondents**

- A. All responses to this Request for Qualifications shall be sent to:

City of Brooklet  
Attn: City Clerk  
104 Church Street  
Brooklet, Georgia 30415

- B. Place one (1) original and five (5) copies of your response in a sealed envelope and clearly label in the lower left corner “Request for Qualifications – Legal Services”. No faxed, emailed, or telephone statements will be accepted.
- C. All responses must be received by **May 4, 2024 @ 4:00 p.m. ET**. It is the responsibility of the respondent to ensure that the RFQ is received by the City of Brooklet by the date and time specified above. Late responses will be returned to the respondent unopened.

To ensure a fair review and selection process, firms and individual attorneys submitting qualifications are specifically requested not to make other contacts with City of Brooklet staff or City Council members regarding this request.

- D. Any questions regarding this Request for Qualifications shall be in writing either by email (<mailto:lori.phillips@brookletga.us>).

No questions shall be received after 5:00 p.m. ET, April 22, 2024. Responses will be provided in an addendum by 5:00 p.m. ET, April 29, 2024.

No other City Staff or officials associated with this project should be contacted regarding this RFQ. DOING SO, MAY RESULT IN DISQUALIFICATION.

All addenda, notices, additional information, etc. will be posted to the City of Brooklet’s website at [www.cityofbrooklet.org](http://www.cityofbrooklet.org)

### III. Time Schedule

The following schedule is supplied as a guideline rather than a set of absolute deadlines. The City reserves the right to modify or alter the schedule as needed. All times are in Eastern.

RFQ Issue: April 10, 2024.

Respondent Questions: April 22, 2024 by 5:00 p.m.

Addendum/Responses to Questions (if necessary): April 29, 2024 by 5:00 p.m.

RFQ Submittal: May 4, 2024 @ 4:00 p.m.

Selection of Respondents: May 6, 2024.

Interviews: Tentatively, May 13-16, 2024. Tentatively Award: May 16, 2024.

### IV. Terms and Conditions

- A. The City reserves the right to reject any and/or all proposals, call for new proposals, to waive any informalities in a proposal, and to select the qualified parties. The City reserves the right to accept, reject, and/or negotiate any and all proposals or parts of proposals deemed by the Board to be in the best interest of the citizens of the City of Brooklet.
- B. The City reserves the right to request clarification of information submitted and to request additional information from any respondent.
- C. The City reserves the right to award any contract to the next most qualified respondent if the successful respondent does not execute a contract within thirty (30) days after the selection of the respondent.
- D. Any proposal may be withdrawn up until the date and time set above for opening of the RFQ responses. No proposal may be modified or withdrawn for a period of one hundred-twenty (120) calendar days thereafter.
- E. The professional services contract resulting from acceptance of a proposal by the City shall be in a form supplied or approved by the City and shall reflect the specifications in this RFQ. The City reserves the right to reject any proposed agreement or contract that does not conform to the specifications contained in this RFQ, and which is not approved by Brooklet City Council.
- F. Ownership of all data, materials, and documentation prepared for and submitted in response to this RFQ shall belong exclusively to the City of Brooklet and will be considered a public record and subject to public inspection in accordance with Georgia public records laws. Exceptions may be requested by the applicant, citing applicable statutory authority for holding specific information in confidence. The approval of exceptions will be in the sole discretion of the City.
- G. By submitting their qualifications, all proposing parties certify that their proposals are made without collusion or fraud and that they have not offered or received any inducements from any other person or party in connection with their proposals, and that they have not conferred on any City of Brooklet

employee having official responsibility for this procurement transaction of any payment, loan, subscription, advance, deposit of money, services, or anything of value of more than nominal value, present or promise, unless consideration of substantially equal or greater value was exchanged.

- H. By submitting their qualifications, all proposing firms certify that they are not currently debarred from submitting bids or proposals on contracts by any agency of the State of Georgia and the federal government, nor are they an agent of any person or entity that is currently debarred from submitting bids on contracts by any agency of the State of Georgia or the federal government.
- I. Those submitting responses do so entirely at their expense. There is no expressed or implied obligation by the City to reimburse any individual for any costs incurred in preparing or submitting bids or providing additional information when requested by the City.

**V. Scope of Services**

The role of the City Attorney provides timely, effective and ethical legal representation, advice and counsel to the City Council, City Staff and City departments, as mandated and authorized by the City ordinance and State statutes.

The role of the City Attorney provides a broad range of legal services directed at promoting the public service objectives of the City, while protecting the City from loss and risk. The applying attorney or firm must be licensed in the State of Georgia and demonstrate that the respondent is a current member in good standing with the Georgia State Bar. This person or persons must be able to effectively work with and coordinate the work of other attorneys with specialized expertise such as land use or labor. Under the proposed agreement, Counsel will provide the following:

- A. Provides legal advice, counsel, services, and consultation to the City Staff, City Council and City departments on a wide variety of civil assignments, including but not limited to: general civil law, labor law, general state and federal laws, relating to grant and contract issues, zoning guidance, public disclosure issues, laws against discrimination, property/real estate law, contract law, purchasing and procurement, criminal law, statutory law related to service delivery and intergovernmental agreements, and law that may affect City governance.
- B. Ensure that the City Council, City Staff and City Departments are priority clients to the selected respondent.
- C. Answers requests for legal opinions in writing and verbally. Prepares written legal opinions at the request of the City Staff, City Council and City Departments. Availability to answer staff questions by telephone or email.
- D. Appears before courts and administrative agencies to represent the City of Brooklet's interests.
- E. Works cooperatively with any special legal counsel retained by the City of Brooklet for special projects. Coordinates with other special counsel, as needed,

to ensure proper management of legal issues, and proper coordination and transition of legal information among special counsel.

- F. Provides guidance and legal advice on the Sunshine Law, the Freedom of Information Act, Robert's Rules of Order, and City of Brooklet rules, policies, and procedures.
- G. Assists staff to understand the legal roles and duties of their respective offices and interrelationships with others.
- H. Assists the City Staff, City Council and City departments, to maintain ethical standards and appearance of fairness standard, and to avoid potential conflicts of interest, prohibited transactions, and the appearance of prohibited transactions.
- I. Prepares and reviews contracts, leases, intergovernmental agreements, resolutions, ordinances, proclamations, and other legal documents for correctness and acceptability. Negotiates said contracts, leases, intergovernmental agreements, resolutions, ordinances, proclamations, and other documents upon request.
- J. Reviews and re-drafts various policies for legal correctness and acceptability. This would include, by way of example, but not limited to personnel policies, family medical leave, etc.
- K. Representation at City Council meetings and/or work sessions. Attend other meetings as requested, by way of example, but not limited to: special called meetings of Brooklet City Council, service delivery meetings, Planning & Zoning meetings, etc.
- L. Perform other legal services and tasks as requested.

#### **VI. Submission Requirements**

- The respondent should have a minimum of five (5) years' experience in local and City government, government grants and contracts, labor and employment and general business operations with overall experience of at least ten (10) years.
- Summarize the respondent's unique qualifications in providing legal services including brief history of the firm, size, structure, and areas of practice.
- Complete resumes for all qualified attorneys designated by the firm, of which the City of Brooklet will contact, if the firm is selected.
- Provide information on certifications or licenses, educational institution conferring law degree and year of degree, professional background, and professional associations.

- Provide information about the range of services offered and available support staff.
- Provide details of any ethics violations or board actions against the firm, its attorneys, and employees within the last ten (10) years. Legal Experience • Provide experience advising local and City governments.
- Provide experience advising clients providing similar services through local taxation, fees, local, state, and federal funds. • Provide examples of expertise in the civil aspects of municipal law.
- Provide at least three (3) professional references including the names, addresses, and telephone numbers, email addresses, preferably references similar to the City of Brooklet for the firm.
- Provide at least three (3) professional references including the names, addresses, and telephone numbers, email addresses, preferably references similar to the City of Brooklet for up to three (3) qualified attorneys designated by the firm from which the City of Brooklet will select one of the three as the point of contact or lead attorney. Provide information on the following to demonstrate the respondent's availability and capacity to provide timely legal services.
- Provide a statement describing how the respondent proposes to provide legal services to the City. Address issues such as office location, accessibility to Brooklet City Council and City Staff, Meeting attendance, and other meetings, including any virtual meetings that may be required. Counsel must be available by phone, cell phone, and email.
- Provide documentation of workload capacity commensurate with the level of service required by the City.
- Provide information about the respondent's availability and capability to perform on short notice and to ensure timely response and completion based on the City's schedules and deadlines. Understanding the required services and quality assurance.
- Provide a list of all local agencies or clients the respondent now represents which may cause a potential conflict of interest with Brooklet City Council.
- Describe how the respondent protects client confidentiality. This applies to all information and communications, including electronic communications, unless available to the public through a public records request and otherwise not subject to specific exemption.
- Describe the respondent's intended approach to communicate with the City regarding progress reports, status reports, recommendations, status of opinions, etc.
- Complete the compensation expectations attachment.

-

**VII. Selection Criteria**

The relevant experience of each assigned party will be evaluated as it relates to the scope of services. Brooklet City Council as a whole will review the responses to the Request for Qualifications and will make the selection.

**VIII. Proposal Evaluation**

Proposals will be evaluated based on the criteria and scoring system shown below:

Respondent Qualifications

Experience of the attorney

Respondent's availability & capacity to provide timely legal services

Understanding the required services and quality assurance

**IX. Contract****A. Contract Negotiations:**

Upon selection of the most qualified respondent on the basis of demonstrated competence and qualifications for the type of professional services required, the City will review and possibly negotiate payment terms which it determines is fair and reasonable and negotiate any other portion of the contract deemed necessary. In the event the City is not able to negotiate successfully with the top ranked respondent, the City shall cease negotiations with that respondent and either begin negotiations with the next ranked respondent or may choose to cancel the solicitation in its entirety. Award shall be made to the respondent whose submittal and subsequent negotiation is most advantageous to the City. The City reserves the right to negotiate terms as needed to obtain the most cost-effective services.

**B. Contract Term:**

The contract term is one (1) year with the option to renew additional one-year extensions upon mutual agreement from both parties. A signed contract extension should be executed within thirty (30) days of original contract term. The first contract may be for greater than one year to return to calendar year appointments.

**C. Termination of Contract:**

This contract may be terminated, in whole or in part, at any time by mutual written consent, or by the City, with or without cause, upon giving thirty (30) days written notice to the successful respondent. If this contract is terminated, the City shall be liable only for payment under the payment provisions of the contract for services rendered and accepted material received by the City before the effective date of termination.