

City of Cheboygan Request for Proposals - Legal Services

The City of Cheboygan is seeking proposals from qualified firms or individuals to provide legal services. Applicants must be currently licensed to practice law in the State of Michigan. Applicants are required to have a minimum of ten years of experience in municipal law. Strong background in labor, contract, land use, zoning, tax, and real estate law is necessary. A complete scope of work to be provided under the awarded contract may be obtained by contacting the City of Cheboygan, PO Box 39, 403 N Huron St, Cheboygan, MI 49721, 231-627-9931, or by email at cclear@cheboygan.org. All proposals must be received by 4:00 PM, August 12th, 2022



City of Cheboygan Legal Services Scope of Work

The work covered by this Request for Proposals (RFP) includes but will not be limited to the following:

1. Provide legal advice, counsel, and render such legal services as required by the City government.
2. Provide legal advice, counsel, and render such legal services as requested by authorized City Council members and staff.
3. Prepare, draft, and/or review all necessary legal documents, ordinances, resolutions, contracts, and correspondences.
4. Research and render legal opinions for the City.
5. Represent the City before all agencies of government and private parties having business with the City.
6. Attend City Council meetings, board and committee meetings, as required by the City.
7. Perform other duties which may be required by the statutes of the State of Michigan or the Charter of the City of Cheboygan.
8. Perform such other services as are customarily performed by corporate counsel.

Proposal Information

When responding to this RFP, please include the following:

1. A description of the firm's or individual's prior legal experience with local governments;
2. If a firm, a summary of the key personnel that would be available to the City ;
3. Past and current legal work in the State of Michigan;
4. The firm's or individual's projected workload over the next two years for other clients ;
5. Unique or extraordinary skills or qualifications;
6. Cost per hour for regular legal services (up to 250 hours/year);
7. Cost per hour for paralegal or secondary legal services;
8. Breakdown of the charges for travel time and travel expenses, and
9. Any charges for other expenses incurred while performing the duties outlined in the scope of work including but not limited to: photocopies, faxes, long-distance phone calls, etc.

All RFPs shall be mailed to City of Cheboygan, Attn: Casey Clear, PO Box 39, 403 N Huron St, Cheboygan, MI, 49721. All proposals must be received by 4:00 PM, August 12th, 2022. Please print on the outside of the envelope "LEGAL SERVICES RFP."

Any questions, please contact Casey Clear, Executive Assistant at (231) 627-9931, or by email at cclear@cheboygan.org