



## City Attorney/Prosecuting Attorney

### Request for Proposals

#### **I. Introduction**

The City of Cheboygan is seeking proposals from qualified individuals or law firms to provide comprehensive legal services as both City Attorney and Prosecuting Attorney. The selected individual or firm will be responsible for advising City officials on legal matters, representing the City in civil litigation, prosecuting criminal cases, and ordinance violations.

#### **II. Scope of Services**

##### **A. City Attorney Responsibilities:**

1. Provide legal advice and opinions to the City Manager, City Council, Mayor, and City Departments.
2. Draft and review ordinances, resolutions, contracts, and other legal documents.
3. Represent the City in civil litigation and administrative hearings including tax tribunal cases.
4. Attend City Council meetings and other meetings as requested.
5. Advise on land use, zoning, public safety, labor, employment issues, and including legal opinions regarding infrastructure in right of ways and/or easements.
6. Ensure compliance with federal, state, and local laws.

##### **B. Prosecuting Attorney Responsibilities:**

1. Prosecute misdemeanors, traffic violations, and City ordinance violations.
2. Represent the City in criminal proceedings, including trials, hearings, and appeals.
3. Work with law enforcement agencies during investigations.
4. Provide training for law enforcement personnel on legal issues.
5. Ensure fair and just prosecution decisions in accordance with ethical standards.

### III. Qualifications

Interested individuals or firms must demonstrate the following qualifications:

1. Juris Doctor (J.D.) degree from an accredited law school.
2. Active license to practice law in the State of Michigan.
3. Minimum of 5 years of experience in municipal law and criminal prosecution.
4. Strong knowledge of local, state, and federal laws applicable to municipal operations.
5. Excellent analytical, communication, and negotiation skills.
6. Proven ability to handle both civil and criminal legal matters.
7. High ethical standards and professional integrity.
8. \$1,000,000 malpractice insurance.

### IV. Submission Requirements

Proposals should include the following information:

1. **Cover Letter:** Introduce the individual or firm, including a summary of qualifications and interest in providing the requested services.
2. **Qualifications and Experience:** Detailed description of relevant experience in municipal law and criminal prosecution, including specific examples of past work.
3. **Team Composition:** Identify key personnel who will be assigned to this engagement, including their roles, qualifications, and experience.
4. **References:** Provide at least three references from similar clients or engagements.
5. **Approach and Methodology:** Outline the approach to providing the requested services, including strategies for managing the dual roles and ensuring effective legal representation.
6. **Fee Structure:** Proposed fee structure, including hourly rates and any other relevant cost information. The City would be interested in a set yearly fee contract.
7. **Conflict of Interest Statement:** Disclosure of any potential conflicts of interest and how they will be managed.

### V. Evaluation Criteria

Proposals will be evaluated based on the following criteria:

1. Relevant experience and qualifications.
2. Demonstrated understanding of municipal, civil, and criminal law.
3. Quality and clarity of the proposed approach and methodology.
4. References and past performance.
5. Proposed fee structure.
6. Ability to effectively manage dual roles and avoid conflicts of interest.

## VI. Submission Instructions

Submit the response to this RFP, electronically, to [amartin@cheboygan.org](mailto:amartin@cheboygan.org) and a hard copy to the City of Cheboygan at the address below. Deadline for submissions is 7/12/2024.

ATTN: Legal RFP  
403 N Huron Street  
Cheboygan, MI 49721  
(231) 627-9931  
[dsabolsky@cheboygan.org](mailto:dsabolsky@cheboygan.org)

## VII. Interviews

The City of Cheboygan may select one or more attorney/firms to interview to summarize their qualifications and their approach to the services requested in this RFP.

## VIII. Schedule of Events

The City of Cheboygan has developed the following schedule of events for selection:

Event	Timing
Distribute Request for Proposals	6/26/2024
Receive Responses from Respondents	7/12/2024
Consideration by City Council	7/23/2024

## IX. Additional Information

The City of Cheboygan reserves the right to reject any and all submissions, request additional information from any applicant, and negotiate the final terms of the engagement contract. The selected individual or firm will be required to enter into a contract with the City of Cheboygan.

## X. Questions and Clarifications

For questions or clarifications regarding this RFP, please contact Daniel Sabolsky at (231) 627-9931 or [dsabolsky@cheboygan.org](mailto:dsabolsky@cheboygan.org).

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We look forward to receiving your proposals and exploring how you can contribute to the effective legal representation of the City of Cheboygan.