Recreational Authority of Roseville and Eastpointe

Request for Proposals

General Attorney Services

BID # 208-010213

Board Members

Sam Aiuto, Chairperson

Steve Duchane, Vice Chairperson

Charles Frontera

John Marion

Michael Switalski

Executive Director

Anthony J. Lipinski

Sealed responses to this Request for Proposals are due by in the Purchasing Department at Roseville City Hall, 29777 Gratiot Ave., Roseville, MI 48066 on Wednesday, February 1, 2013 @ 11:00 a.m., in a sealed envelope marked “General Attorney Services, BID # 208-010213”.

NOTICE IS HEREBY GIVEN, the Recreational Authority of Roseville and Eastpointe is seeking the following:

Request for Proposals for General Attorney Services

Responses to this solicitation are due in the Purchasing Department at Roseville City Hall by no later than Wednesday, February 1, 2013 @ 11:00 a.m. in sealed envelope marked "General Attorney Services, BID # 208-010213".

The Authority reserves the right to reject any or all proposals, waive any technicalities or irregularities or to accept any proposal that is deemed to be in the best interest of the Authority.

A copy of the Request for Proposals can be obtained from the Recreational Authority for Roseville and Eastpointe office, located at 18185, Sycamore, Roseville, MI 48066. A copy may also be obtained online at www.roseville-mi.gov .

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Recreation Authority of Roseville and Eastpointe

Request for Proposals

General Attorney Services

The Recreational Authority of Roseville and Eastpointe is seeking proposals for General Attorney Services. The Authority is seeking services encompassing the traditional scope of work, including general legal counsel, formal opinions and consultation with the Board and staff, employment law, purchasing, etc.

HISTORY

The Recreational Authority of Roseville and Eastpointe was created in 2011 when the two aforementioned cities created it under the authority granted by Public Act 321 of 2000. The Authority was formed for the purpose of constructing, operating, owning, maintaining and/or improving recreational facilities, including but not limited to parks, swimming pools recreation centers, auditoriums and any other facilities authorized by Act 321. The Authority is governed by a board consisting of five members. Each participating city appoints two members and they in turn appoint the fifth and final member. The Board is responsible for setting policy, adopting the budget, setting fees, approving contracts, land acquisition, planning of new recreation facilities and appointing an Executive Director, Assistant Director and Senior Director. The Executive Director is responsible for overseeing the day-to-day operation and carrying out the policies of the Authority Board. Finally, a copy of the Articles of Incorporation and the By-laws of the Authority are attached.

Sealed responses to this Request for Proposals are due by no later than Wednesday, February 13, 2013 @ 11:00 a.m., in a sealed envelope marked “General Attorney Services - BID # 208-010213”.

Expectations

The appointed attorney/firm will not be required to attend all meetings and/or work sessions of the Authority unless requested by the Executive Director. Currently regular meetings of the Authority are held on the second Thursday of each month. Special meetings are held on an as-needed basis. Attendance at any meeting will be determined by the Board, when it determines the need for the attorney to attend a meeting.

The attorney must be available for consultation via telephone, fax and/or by e-mail.

Timeliness of response and accessibility to the attorney is a critical aspect of service level expected by the Board. These items are also considered critical of any assistant attorney or other employee of the firm, who will be working on behalf of the Authority.

Responses

Please provide six bound copies and one unbound copy of your response to this proposal. Your proposal must follow the order below.

Firm Experience

Provide a narrative description of your firm, which also includes the general experience of your firm.

Identify other municipal clients and complete contact information.

Identify experience with municipal issues, especially working with inter-local agreements and experience with municipal authorities.

Proposed Attorney(s)

The attorney and each member of the team that represents the Authority must possess a Juris Doctorate and have graduated from a law school accredited by the American Bar Association.

Be a member in good standing of the Michigan State Bar Association.

The lead attorney must have a minimum of 5 years experience in municipal law.

Name the lead attorney and other members, if any, of the proposed team.

Provide a resume for the lead attorney and other members of the team.

If your firm has a specialty or additional resources which may be of benefit to the Authority, please provide detailed information on it.

Insurance

The awarded bidder furnishing labor in/on Recreational Authority premises agrees to hold the Recreational Authority of Roseville & Eastpointe and cooperative members harmless from liability loss and will maintain minimum coverage outlined below. An Accord from outlining coverage will be returned with the bid documents.

General Liability	$1,000,000
Professional Liability	$1,000,000
Automobile Liability – Any Auto	$1,000,000
Excess Liability	$1,000,000

Workers' Compensation & Employers Liability per State Statute.

Additionally, the Recreational Authority of Roseville & Eastpointe will be named as additionally insured. All documents will be forwarded to the Recreational Authority of Roseville & Eastpointe, 18185 Sycamore, Roseville, MI 48066.

Fee Structure

List the hourly rate for each attorney that will be working on behalf of the Authority. Remember, the Authority wishes to appoint a legal firm for a period of three years.

List any fees which the can reasonably be expected to be incurred by the Authority during the length of this agreement.

References

Provide five municipal references for the lead attorney. Inclusion of references is agreement that the Authority is authorized to contact the named references.

Each proposal shall remain firm for a period of ninety (90) days from the due date.

All questions regarding this proposal shall be directed to the following individual:

Mr. Anthony J. Lipinski, Executive Director

Recreational Authority of Roseville and Eastpointe

18185 Sycamore

Roseville, MI 48066

(586) 445-5480

alipinski@roseville-mi.com

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