

**CITY OF MERRILL REQUEST FOR
PROPOSALS FOR GENERAL LEGAL SERVICES**

1. STATEMENT OF PURPOSE

The City of Merrill invites attorneys qualified to practice law in the State of Wisconsin to submit a proposal to provide general legal services for the City of Merrill.

2. GENERAL INFORMATION

The City of Merrill is located in Lincoln County, Wisconsin. The City has an estimated population of 9,400 and is served by a Mayor and 8 council members. The City has 108 employees with an Administrator and has a full time 24/7 Police Department and Fire Department/EMS along with full public works department, engineering department, park and rec department, enrichment center, building inspection, zoning, municipal airport and library. The annual general fund budget is approximately \$13.8 Million. The City has 12 Tax Increment Districts (TIDs).

3. SERVICES TO BE PROVIDED

- a. Render oral and written legal opinions to the Mayor and Council, City Administrator, and Department Heads, and other City staff as requested;
- b. Represents the City in civil litigation, administrative proceedings before state and federal agencies, and labor arbitration hearings.
- c. Research, drafts and presents legal papers necessary for prosecution or defense of litigation involving the City;
- d. Research, interpret, and apply laws, court decisions, and other legal authority in the preparation of opinions and briefs.
- e. Attend Monthly Regular Common Council and Special Common Council and Committee of the Whole meetings as called, and renders legal advice on matters on the agenda;
- f. Attend other Committee, Commission and Board meetings as requested, and render legal advice on matters on the agenda;
- g. Respond to inquiries from the public relative to municipal ordinances and legal matters affecting the City;
- h. Draft all legislation considered by the Common Council;
- i. Prepare ordinances, resolutions, contracts, deeds, leases, legal opinions, and other legal documents.
- j. Prosecute ordinance violations for the City of Merrill, and contractually for the City of Tomahawk, through our Municipal Court and Lincoln County Circuit Court.

- k. Draft policies and procedures as requested;
- l. Provide verbal legal advice to City Officials and Department Heads on a daily basis;
- m. Perform statutory duties as per Wisconsin State Statutes 62.09(12) relating to City Attorneys;
- n. Work with Planning and Zoning Departments in formulating long range plans for the City.

4. PROPOSAL REQUIREMENTS

Submittals should include responses to each of the following items. Include other information as appropriate to address the services the City can expect from the attorney.

- a. Profile and history of the firm, including attorneys in the firm and a list of the principals. Indicate the attorney(s) who will be responsible for work performed for the City.
- b. A listing of current and past local government clients including the name and telephone numbers of the client contact.
- c. Current fee schedule. Indicate whether the fee schedule varies for different types of legal work or by attorney. Be sure to include travel fees, if any as well.

5. EVALUATION CRITERIA

Submittals will be evaluated based on the following criteria:

- a. Qualifications and experience of the attorney and/or firm working with local government.
- b. Experience and availability of staff assigned to serve the City.
- c. Scope and cost of services based on 17 hours per week.
- d. References.

6. SCHEDULE OF DATES

The following schedule has been established by the City for the selection of a firm to provide general legal services. Dates are tentative and subject to change.

2/14/2025 Publish RFP

3/21/2025 Proposals due by 4:00pm

4/8/2025 Common Council interviews of selected firms and makes decision

6/16/2025 Effective date for selected firm to become City Attorney

7. TERMS AND CONDITIONS

- a. The City reserves the right to accept or reject any or all proposals and reserves the right to award a contract to the next most qualified attorney/firm if the successful attorney/firm does not execute a contract within thirty days after award of the

proposal.

- b. The City reserves the right to request clarification of the information submitted and to request additional information of one or more applicants.
- c. All questions regarding this request for proposals should be addressed to Rod Akey, City of Merrill Administrator, at (715) 536-5594 or Rod.Akey@ci.merrill.wi.us.
- d. There is no expressed or implied obligation for the City to reimburse responding firms for any expenses incurred in preparing proposals in response to this request.
- e. The proposals must be received at the mailing address below no later than Friday March 21st 2025 at 4:00pm:

City of Merrill
Attn: Rod Akey
1004 E First Street
Merrill, WI 54452

Emailing proposals are acceptable and shall be sent to Rod.Akey@ci.merrill.wi.us.