

Rouss City Hall
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Winchester, VA 22601

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Request for Qualifications (RFQ) for Legal Services

Contact information:

Michael Marzullo
Purchasing Manager
15 N. Cameron Street
Winchester, VA 22601
(540) 667-1815
michael.marzullo@winchesterva.gov

Overview:

The City of Winchester has historically hired an attorney as part of the inhouse City staff. City Council wishes to explore and evaluate available options for provision of City Attorney services at this time. The City is seeking interested individuals or firms that have experience in local government law.

The City of Winchester is governed by a nine-member Common Council who establishes policy and executes business of the City through the City Manager. The City Attorney serves at the pleasure of the Common Council but is managed on a daily basis by the City Manager.

Respondents shall deliver a signed hard copy and one electronic copy by 2:00PM on July 15, 2019 to the address noted above.

Responses should be clearly marked with the name and address of the respondent and the title of this RFQ "City of Winchester Legal Services".

An acceptable response shall fully address the submission requirements, be signed by the respondent, and be submitted by the above date and time, to the address noted above. Any response that does not comply with the instructions provided may not be accepted.

The City Council and the City Manager will review the submissions and determine a short-list of the best-qualified respondents for in-person interviews.

Questions:

All questions shall be in writing, via email, to Purchasing Manager, Michael Marzullo, at michael.marzullo@winchesterva.gov.

Required Services include, but are not limited to:

- Handles all legal affairs on behalf of the City and serves as legal Counsel to the City Council, City Manager, City Boards and Commissions, Department Directors, and other officials of the City.
- Renders written or verbal legal opinions to the City Council, City Manager or Departments.
- Conducts complex litigation and negotiation on behalf of the City.
- Researches materials, prepares pleadings, and performs appellate work.
- Approves and draws up legal documents required for City business.
- Advises on the purchase, sale, exchange or leasing of properties.
- Prepares or approves City Ordinances, provides explanation and answers questions relating thereto.
- Prepares and tries court cases, including appeals to state and federal courts, in which City or any of its officers and/or employees are involved.
- Attends meetings of Council, boards and commissions and renders immediate legal advice when necessary.
- Participate in departmental meetings at the request of the City Manager.
- Drafts, supervises or reviews all contracts, deeds, leases, releases, franchises and other legal documents on behalf of the City.
- Represents the City in legal matters, brings suits as necessary to be instituted by the City and defends the City in litigation brought against it, and handles appellate litigation. Such representation may include but is not limited to representation in Civil and Criminal matters in state court, federal court, and other administrative proceedings.
- Manages all outside counsel retained to represent the interests of the City. Serves as the liaison on all legal matters handled through counsel appointed by the City's insurer (VML) and indemnifier (VARisk).
- Assist in the development of and compliance with various City policies.
- Assist in personnel issues, including representation of the City in grievance procedures.
- Ensure all legally binding documents and correspondence, involving the City is accurate, legally sufficient, and support the intent, vision and mission of the City.
- Respond to inquiries from citizens and assists citizens with City administrative rules and procedures.
- Must be a practicing attorney in the Commonwealth of Virginia, and adhere to the Professional Rules of Conduct as promulgated by the Supreme Court of Virginia.

- Performs related tasks as required.

Evaluation Criteria:

- Ability to effectively represent a publicly elected board.
- Experience responding to legal inquiries on behalf of and by local government officials.
- Experience in preparing, proposing, and advising on legislation
- Cost

Submission Requirements:

- Statement of interest outlining experience and qualifications with focus on evaluation criteria noted above.
- Resume of prospective City Attorney and any proposed Assistant City Attorneys.
- Three professional references that the City of Winchester may contact to validate experience, professionalism, trustworthiness, and ethical standards.
- Compensation requirements and/or fee schedule.

Terms:

The City of Winchester reserves the right to reject any and all proposals.