DISCLAIMER

This document is provided for general informational purposes, may not apply to your city’s specific situation and should not be considered a comprehensive RFP. It should be used for comparative purposes only. The RFP should be tailored to reflect the actual context of your city. You should consult with your city attorney before taking any action based on this document.

**Request for Proposals**

Professional Services

Legal Services of City Attorney

The City of Cumming will accept proposals from interested Legal Services companies to provide professional services for the City.

All proposals should be submitted to: Phil Higgins, City Administrator

 City of Cumming

 100 Main Street

 Cumming, GA 30040

Proposals should be received at City Hall no later than 1:00 pm on March 1, 2018. All proposals should be sealed in an envelope or box and clearly marked **“Professional Services, Legal Representation of the City of Cumming”** on the outside. Faxed or emailed proposals will not be accepted.

The City of Cumming reserves the right to reject any or all proposals and waive any informalities during the RFP process. The City may make such investigations as deemed necessary to insure that the companies have the requisite experience, skills, and resources to serve the needs of the City throughout the term of the contract. In all cases, the needs and requirements of the City will be considered first. The proposal will be used for the purpose of generating a negotiated agreement with the City of Cumming.

The term of the contract is contemplated to begin no later than April 01, 2018 and may be renewed each year for a period of 5 years. The agreement will be pursuant to GA Const. Art. IX, Section 2, Paragraph 3, O.C.G.A. § 30-6-13, and any other legal requirements.

The agreement is intended to provide for the professional service of Legal Representation for the City of Cumming. The vendor will provide all equipment, personnel, expertise, facilities, financial resources, and management for this service.

All bid proposals shall be presented in a unit price for hourly labor and shall contain any other information requested herein.

Requests for additional information and questions may be addressed to: Phil Higgins, City Administrator, City of Cumming, 100 Main Street, Cumming, GA 30040. Email: Phil.higgins@cityofcumming.net. Responses to questions or requests for information, as appropriate, will be via addenda issued and will be published on the City of Cumming website only. Any requests for information or questions must be actually received no later than Monday, February 26, 2018, at 5:00 PM.

Proposals will include, at a minimum, the following information:

1. Hourly rates for the City Attorney.
2. Hourly rates for all associates that may perform work that the City will be billed for.
3. Hourly rates to be assessed for any and all non-attorney personnel (i.e. paralegals, support staff, etc.) for work performed for the City of Cumming.
4. Provide information showing experience, demonstrated competence, and qualifications of the City Attorney as well as associates as applicable.
5. Provide references regarding ability to serve as City Attorney.
6. Provide a local office, personnel, and contact number for inquiries.
7. Vendor will provide proof of Liability Insurance.

**The City of Cumming, Georgia is soliciting bids/proposals for the provision of Professional Services to include Legal Representation of the City of Cumming. The bid package and all other information regarding bids and proposals for these services may be found on the City of Cumming’s website at** [**www.cityofcumming.net**](http://www.cityofcumming.net)**.**