

**CITY OF TANEYTOWN, MARYLAND
REQUEST FOR PROPOSALS
FOR POSITION OF CITY ATTORNEY**

Issued by:

City of Taneytown, Maryland

17 East Baltimore St

Taneytown Md 21787

Telephone: 410-751-1100

MARYLAND Request for Proposals Position of City Attorney

ADVERTISEMENT

The City of Taneytown, Maryland ("City") requests sealed bid proposals from qualified attorneys for the position of City Attorney.

Bids must be submitted in a sealed envelope containing the bidder's name and address, in accordance with the requirements specified in the RFP. Submissions should be marked "Request for Proposals for Position of City Attorney" and addressed to City of Taneytown - Attention City Manager; 17 E Baltimore Street; Taneytown, MD 20740, proposals will be accepted until the position is filled.

The City of Taneytown is an Equal Opportunity Employer. Discrimination based on race, religion, sex, age, ethnicity, ancestry or national origin, physical or mental disability, color, marital status, sexual orientation, gender identity, genetic information, political affiliation or any other factors not related to the ability to perform the work is expressly prohibited.

The City reserves the right to reject any and all proposals when determined to be in its best interest.

The contact person for this solicitation is James Wieprecht, City Manager, (telephone 410-751-1100)

e-mail: jawieprecht@taneytownmd.gov

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GENERAL INFORMATION

The City of Taneytown, Maryland (“City”), requests proposals from attorneys qualified to practice before the Supreme Court of Maryland for the position of City Attorney.

BACKGROUND

The City was incorporated in 1837 and is in Northwestern Carroll County. The City has a population of approximately 8,200 and encompasses roughly 3.25 square miles. The City’s population has steadily grown over the past several years. The governing body is composed of a Mayor and five Council members, all elected at large. City elections are held in May of odd-numbered years. The Mayor and Council serve part-time and are compensated.

The City Attorney plays a large part in all legal matters or issues within the City. The City Attorney is the legal advisor to the City and performs the duties as may be required by the Mayor and Council. The City Attorney also advises the City Manager and City Department Heads. Compensation is determined by the Mayor and Council. The City Attorney reports directly to the Mayor and Council. More information about the City and its departments can be found at www.taneytownmd.gov.

PROPOSALS

The City requests proposals from qualified attorneys and legal firms for City Attorney legal services in accordance with the Scope of Work specified in this Requests for Proposals (RFP). An award will be made to the attorney/firm that demonstrates experience and expertise in legal representation of municipal/public sector clients, and that proposes reasonable fees and otherwise meets the requirements of this RFP.

SUBMISSION REQUIREMENTS

All materials submitted in response to this Request for Proposals will become the property of the City of Taneytown. Submissions should be marked **City Attorney Proposal** and delivered to 17 East Baltimore St Taneytown, MD 21787 The response to this Request for Proposals shall include:

1. Letter of Transmittal on the attorney/firm’s letterhead signed by the person or persons required to legally bind the bidder to the proposal.
2. A statement of qualifications, to include a list of other governmental entities for which the attorney/firm is performing or has performed legal services. Provide individual resumes for the attorney(s) who would perform the City’s legal work. Demonstrate the depth of experience and personnel capacity necessary to competently handle the City’s legal work.

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3. Five references, including the name and telephone number of a contact person.

Bidders may be requested to attend a meeting of the Mayor and Council for an interview.

NON-DISCRIMINATION

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In submitting this bid, the Bidder certifies that it does not discriminate on the basis of race, religion, sex, age, ethnicity, ancestry or national origin, physical or mental disability, color, marital status, sexual orientation, gender identity, genetic information, political affiliation or any other factors not related to the ability to perform the work.

INVITATIONS TO BID A COURTESY

This RFP may be sent as a courtesy to known interested firms. The receipt of this RFP from the City of Taneytown in no way implies that the recipient is a qualified bidder.

INTERPRETATIONS

All questions about the meanings or intent, discrepancies or omissions in this RFP shall be submitted in writing to James Wieprecht, City Manager, telephone 410-751-1100, e-mail jawieprecht@taneytownmd.gov.

MODIFICATION OF PROPOSAL

The right is reserved, as the interests of the City may require, to revise or amend proposal specifications prior to the date set for opening bids and/or to postpone the date set for opening bids. Such revisions, amendments and/or postponements will be posted on the City's website as an addendum. It is the responsibility of the Bidder to check the City's website to determine if any addenda have been issued.

SCOPE OF SERVICES

The City of Taneytown, Maryland is seeking a well-rounded, innovative, strategic, and responsive attorney qualified to practice before the Supreme Court of Maryland to provide general legal counsel to a full-service municipality.

The City Attorney is responsible for a broad range of legal services, including litigation, contracts, real estate, land use/zoning, employment, elections, civil rights, rights of way, cable and broadband and administrative law. The position requires the interpretation and application of laws affecting the City, drafting of legislation and the preparation of legal documents and legal opinions.

The City Attorney reports directly to the Mayor and City Council and works closely with the City Manager.

The City Attorney's duties include but are not limited to the following:

- Attendance at City Council meetings and work sessions as requested and at any other City

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Board, commission or committee meeting as required by City.

- Drafting of ordinances, charter amendments, resolutions, agreements, and correspondence as requested, including assistance in maintenance of the City Code.
- Meetings and/or communications with and advising Mayor, Council, City Manager, and City staff on general legal matters.
- Drafting and/or review of a broad range of municipal contracts, works in cooperation with the City's Contract and Procurement Specialist.
- Drafting and/or review of documentation related to personnel matters.
- Support for Council-appointed bodies such as the Board of Appeals, Ethics Commission, Planning Commission and advisory boards.
- Representation of the City in acquisition and sale of property matters for public improvements, easements, parks, and the like.
- Research and submission of legal opinions on municipal or other legal matters requested by City staff or City Manager and availability to answer staff questions by telephone or email.
- Provision of written status reports on current litigation and unresolved matters as requested.
- Written updates on new County, State or Federal legislation or judicial decisions impacting the municipality and suggested actions or changes in operations or procedures to assure compliance.
- Legal work pertaining to land use issues including property disposals, public improvements, easements, dedications and rights-of-way and property vacations.
- Advice on municipal codes, zoning regulations and building standards.
- Defending the City in litigation, acts as liaison in those cases where insurance companies are required to exclusively provide defense, or where the City chooses to hire specialized or other legal services.
- Working cooperatively with insurance companies as needed on litigation cases and other matters.
- Reviewing bonds, deeds, securities and insurance requirements required by or for the City contracts and activities.
- Review franchise agreements with cable and telecommunications companies; provide legal work and advice related to telecommunications.
- Conduct legal training for staff and elected officials.
- Working on any other ad hoc legal services needed.
- Represents the City before the Carroll County Board of Commissioners, Planning Commission, and other administrative agencies.

Minimum Requirements

Graduation from an accredited school of recognized standing with a juris doctorate

Minimum of ten (10) years of progressively responsible experience in the practice of law.

Five (5) or more years of active legal experience in the practice of municipal law.

Licensed to practice law before the Supreme Court in the State of Maryland and must have the ability to maintain membership as a condition of continued employment.

Ability to work with officials and employees at all levels and with outside government agencies and private interests.

AWARD OF CONTRACT

Bidders may bid only on the entire contract. The successful Bidder will be selected by the Mayor and Council. The Mayor appoints department and agency heads, and the Council confirms such appointments. In determining which proposal is best, the City will take into consideration the specifics of the proposal, the bid price, and the experience, qualifications, references, responsibility, and currently available capacity of the Bidder to perform the work. The City reserves the right to reject any or all proposals, and to exercise its sole discretion to best serve the interests of the City. The City of Taneytown reserves the right to cancel the Award of the Contract at any time prior to execution of the Contract without liability on the part of the City.

EXECUTION OF THE CONTRACT

The Bidder to whom the contract has been awarded must execute a retainer agreement in substantially the form attached within ten business days after the award and submit such other Documents as required by the Contract Documents including bonds and insurance certificates. Failure by the Consultant to execute the contract and submit such other documents as required by the Contract Documents shall be just cause for annulment of the Award.

PROOF OF QUALIFICATIONS

Failure to submit proof of qualifications, as required, is sufficient cause to reject a bid. Bidders may be required to furnish additional information as proof of qualification subsequent to the opening of bids.

OTHER REQUIREMENTS AND INFORMATION

Insurance and Indemnification

The Consultant shall indemnify and save harmless the City, its officers, agents, servants, and employees, from all suits, actions, and damages or costs of every kind and description arising directly or indirectly out of the performance of the contract, including attorneys' fees, whether caused by actions or omissions on the part of the Consultant, its agents, servants and employees, or to other causes.

The successful bidder will be required to purchase and maintain during the entire term of this Agreement comprehensive general liability insurance, including cyber insurance, automobile insurance, professional errors and omissions insurance, and workers' compensation insurance with limits of not less than those set forth below.

Comprehensive General Liability Insurance:

Personal injury and property damage liability insurance with a single limit of \$2,000,000 each occurrence/aggregate; 14

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All insurance shall include completed operations and contractual liability coverage.

Automobile Liability Coverage: Automobile insurance \$1,000,000 for each occurrence/ aggregate; property damage - \$500,000 for each occurrence/aggregate.)

Workers' Compensation Insurance: Consultant shall comply with the requirements and benefits established by the State of Maryland for the provision of Workers' Compensation insurance.

Consultant shall provide workers' compensation insurance meeting the statutory limits for Maryland and Employers' Liability limits of \$500,000. All corporations are required to provide Workers' Compensation Certificates of Insurance.

Professional Errors and Omissions Insurance: The Consultant shall maintain a policy with limits of not less than \$1,000,000 each occurrence/aggregate, to include cyber liability/data breach coverage. The City shall be named as an additional insured on the Comprehensive General Liability Insurance and the Automobile Insurance. The Consultant shall provide a Certificate of Insurance with additional insured endorsement to the City within ten business days after the award of the contract and in any event prior to beginning work. The Certificate shall be in a form acceptable to the City.

Required Certification

By submitting a bid, the Bidder certifies:

1. Current compliance with the conditions of § 69-6 "Equal Benefits" of the City Code, by providing equality of benefits between employees with spouses and/or dependents of spouses and employees with domestic partners and/or dependents of domestic partners, and/or between spouses of employees and/or dependents of spouses and domestic partners of employees and/or dependents of domestic partners; or
2. Compliance with the conditions of § 69-6 at time of contract award; or
3. Compliance with the conditions of § 69-6 is not required because of allowable exemption; and
4. That the Bidder does not discriminate on the basis of race, religion, sex, age, ethnicity, ancestry or national origin, physical or mental disability, color, marital status, sexual orientation, gender identity, genetic information, political affiliation or any other factors not related to the ability to perform the work.

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