

REQUEST FOR PROPOSAL

Legal Services



**Genesee County 9-1-1 Consortium Commission
G-4481 Corunna Road
Flint, MI 48532**

August 29, 2019

INTRODUCTION

General Information

The Genesee County 9-1-1 Consortium Commission (Consortium) is requesting proposals from qualified legal firms (partnership, proprietorship) to represent the Consortium as general legal counsel. The desired firm must have a comprehensive knowledge of all aspects of law; however, when reviewing proposals, the Consortium's evaluation will be weighted but not limited to the following areas of expertise:

- 1) 9-1-1 Public Safety Answering Points (PSAP)
- 2) Land Acquisition and General Real Estate
- 3) Michigan Compiled Laws
- 4) Labor Contracts and Negotiations
- 5) Human Resources
- 6) Public Agency Laws, Regulation and Issues
- 7) Contracts and Contract Codes
- 8) Law Enforcement
- 9) Local Knowledge of Genesee County

The Consortium reserves the right to reject any or all proposals submitted.

Individual corporate counsel or attorneys who currently and actively represent cities, townships or villages who are current members of the Consortium are ineligible to submit a proposal.

Review Process - During the evaluation process the Consortium reserves the right to request additional information.

Submission of a proposal indicates acceptance by the firm of the conditions contained in this request for proposals, unless clearly and specifically noted in the proposal submitted and confirmed in the contract between the Consortium and the firm selected.

Preferred method of application is through email. Email or hard copy submittals are due to the Consortium by September 27, 2019 at 4:00 p.m. Proposals should be addressed to:

Genesee County 9-1-1 Consortium Commission
Attn: Spring Tremaine, Director
G-4481 Corunna Road
Flint, MI 48532
mst@geneseecounty911.org

It is anticipated the selection of a firm will be completed by December 16, 2019.

NATURE OF SERVICES REQUIRED

Scope of Work

This RFP has been prepared with the philosophy that the firm selected will be a full-service legal firm or professional attorney. This is expected to include, but not be limited to providing legal opinions, representing the Consortium in legal matters, labor contract negotiations, assisting with land acquisition and real estate, human resources and personnel matters, reviewing documents and contracts as requested and responding to the Consortium in a timely manner, generally considered to be within one business day.

The performance period for the contract between the Consortium and the chosen firm is one year, with an annual review by the Consortium. The contract may be terminated by the Consortium or the firm upon written 90 day notice to the other party.

The chosen firm will submit monthly invoices to the Consortium for review by the Consortium's Director. The chosen firm would allow 30 days for payment.

DESCRIPTION OF THE CONSORTIUM

Principal Contact

The principal contact with the Consortium will be the Executive Director, Spring Tremaine. She can be reached at 810-732-4722 or at mst@geneseecounty911.org.

Background Information

Genesee County 9-1-1 Consortium Commission is a contracted joint endeavor which performs the function of providing 9-1-1 dispatch services for thirty-one units of government in Genesee County, Michigan. Its 9-1-1 district includes all but one municipality in the county. It was formed under the authority of PA 32 of 1986 and PA 258 of 2011. The Consortium has been given the responsibility of being a Primary Public Safety Answering Point under PA 32 of 1986.

SELECTION PROCESS AND CRITERIA

Selection Process

The selection process will involve the review of the proposals by the Personnel/ Professional Contract Committee of the Consortium's Executive Board for the compliance with the requirements of the Request for Proposal. The Committee will evaluate the proposals including related experience of the firm(s) and submit a recommendation to the Membership Board. Fee Structure will be considered; however, this will not be the sole selection criteria. The Consortium's Membership Board will make the final determination on awarding the contract.

All proposals received by the deadline will be reviewed by the Consortium for content, completeness, experience and qualifications. After those firms deemed the most qualified are selected in the initial round of screening, further evaluation of the selected firms may be conducted as part of the final selection process. The Consortium reserves the right to select the firm which, in its sole judgment, best meets the needs of the Consortium.

Selection Criteria

Proposals submitted in response to this RFP will be evaluated on the following criteria. The successful firm will demonstrate through its proposal that it has carefully studied the Consortium's expectations as stated in this RFP. The proposal and presentation of past experience must demonstrate to the Consortium that the firm has the professional capability and competency to be a full-service legal firm who will provide legal representation for the Consortium.

Selection criteria may include:

- * Previous experience
- * Labor contract law
- * Knowledge of the Consortium's unique status within the State
- * Complete familiarity with the codes and laws of the State of Michigan
- * Well-rounded knowledge of human resource laws and requirements
- * Experience representing public agencies
- * Knowledge of contract law
- * Cost of services
- * Knowledge of Genesee County
- * Proximity to Genesee County
- * Responsiveness to the RFP

PROPOSAL REQUIREMENTS

It is the desire of the Consortium to receive accurate and easily comparable information on all interested firms. We have structured this RFP process in a way which allows for variation in proposals while asking all respondents to provide needed basic information. Proposals should be but are not required to be presented in an 8.5" x 11" size. Further, we ask that the proposal be prepared and submitted by the individual attorney or teams of attorneys who will be directly involved with the Consortium's legal needs. We respect senior partners but very much want to meet with the attorneys with whom we may work on a long-term basis. We ask that the individual or individuals who will have the greatest day to day dealings with the Consortium be identified and serve as the firm's representative during the selection process.

The proposal should include the following information to be considered:

1. Cover Letter/ Letter of Interest

Indicate name of the attorney who will serve as contact for your firm and be the Consortium's primary contact. Please state firm name, address of office submitting proposal (also include address of main firm office if proposal is submitted by a branch office), telephone number, and type of firm (e.g., corporation, partnership, proprietorship).

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2. Firm Organization/ Credentials/ Professional Experience

Please provide a brief description of your firm including number of years in business, professional experience with governmental agencies, specifically 9-1-1 Dispatch, types of legal services provided, and the number of employees in the firm.

3. Project Team

Identify the following key members of the legal firm and state their experience and qualifications:

Principal/Partner in charge
Attorneys who will be working directly with the Consortium

4. Firm Resources and Relevant Clients

Please describe any special strengths your firm has to offer that are not elsewhere stated in your proposal.

5. Financial/ Insurance

Provide a rate sheet detailing your firm's proposed rates and fees for this contract and whether hourly or monthly retainer. If you receive the award submit comparative fees which you charge other organizations.

Indicate amount of professional liability insurance coverage.

The Consortium will not be responsible for expenses incurred in preparing and submitting this proposal.

6. Client References

Please list public service clients for whom your firm has provided full service legal services in the past five years. Please include a contact person's name, telephone number.

7. Transmittal Letter

A signed letter of transmittal briefly stating the proposer's understanding of the work to be done, the commitment to perform the work within the time period and a statement that the proposal is a firm and irrevocable offer for 60 days.

8. License to Practice in Michigan

An affirmative statement should be included that the firm and all assigned key professional staff are properly licensed to practice in Michigan.

Submittal Deadline

All proposals must be received by September 27, 2019 at 4 pm. via mail, email or in person at:

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