

**CITY OF ERLANGER
SOLICITATION FOR SEALED BIDS
AND PROPOSALS**

The City of Erlanger, 505 Commonwealth Avenue, Erlanger, KY, 41018, hereby solicits and advertises for bids and proposals from qualified individuals or firms to serve as CITY ATTORNEY for the City of Erlanger as described and specified in the Request for Proposal (RFP) packet entitled City of Erlanger City Attorney RFP, copies of which are available at the office of the Erlanger City Clerk, 505 Commonwealth Avenue, Erlanger, KY 41018.

All bids and proposals in response to this advertisement and solicitation must be received by the Erlanger City Clerk on or before 10:30 a.m. prevailing time on February 13, 2023, on a form provided by the Erlanger City Clerk and completed according to the RFP Instructions provided thereby, including all required attachments; and enclosed within a sealed envelope, with the words "City of Erlanger City Attorney RFP" written, typed or otherwise indicated on the outside of the envelope. Any proposals received after 10:30 a.m. prevailing time on February 13, 2023 will not be considered.

The City of Erlanger reserves the right to not only reject any and all bids and proposals submitted in response to this advertisement and solicitation, for any reason or no reason; but especially those that are not in conformity with either the bid instructions or the specifications provided by the City, but also to accept bids and proposals submitted in response to this advertisement and solicitation that do not conform to those bid instructions and specifications.

**CITY OF ERLANGER
CITY ATTORNEY RFP**

The undersigned Requester hereby submits a proposal for the professional services by a qualified individual or firm for the proposed City of Erlanger City Attorney RFP as described and specified in the RFP packet entitled City of Erlanger City Attorney RFP attached hereto and made a part hereof by reference.

This bid, offer, and proposal is irrevocable until the expiration of sixty (60) consecutive calendar days after the date of this bid, offer and proposal and may be accepted by the City of Erlanger at any time prior thereto.

The undersigned Requester hereby authorizes the City to investigate the Requester and inspect and copy any and all records, books of account, correspondence, or other documents reasonably necessary for the City to determine the responsibility and ability of the Requester to comply with the terms and provisions hereof.

Complete Name of Requester _____

Signature of Requester or
Authorized Representative _____

Printed Name of Signatory _____

Complete Address _____

Telephone Number _____

E-mail address _____

Date _____

Seal two copies of the signed RFP Form envelope with the words "City of Erlanger City Attorney RFP" written or otherwise Indicated on the outside of the envelope; deliver the sealed envelope to the office of the Erlanger City Clerk, 505 Commonwealth Avenue, Erlanger, Kentucky before 10:30 a.m., prevailing time on or before February 13, 2023.

CITY OF ERLANGER CITY ATTORNEY RFP

The City of Erlanger, KY is requesting bids and proposals from qualified individuals or firms to serve as CITY ATTORNEY for the City of Erlanger.

BACKGROUND

Erlanger is classified as a Home Rule city in the Commonwealth of Kentucky. It is the third largest city in Kenton County, with some parcels located in Boone County. Erlanger has a population of 19,710 residents, approximately 400 businesses, and 58.4 street miles.

The City of Erlanger operates under a mayor-council form of government with one mayor and nine council members.

There are four departments within the General Government Division that are led by the City Administrator, which include Administration (City Clerk's Office, Events, and IT), Economic Development, Finance, and Human Resources.

Other departments include Fire/EMS, Police, and Public Works.

Erlanger has 107 full-time employees, two part-time employees, two canine officers, and one medical director (contractor).

SCOPE OF SERVICES (YEARLY RETAINER)

1. Attends all City Council meetings; the regular council meetings are scheduled the first Tuesday night every month from 7:00 p.m. to adjournment; special meetings and public hearings are scheduled as needed.
2. Attends all caucus meetings; caucus meetings are held on the third Tuesday night of each month from 7:00 to adjournment.
3. Attends all Executive Leadership bi-weekly meetings; they are the Monday morning before regular council and caucus meetings at 9:00 a.m.
4. Attends all Board of Adjustment meetings; the Board meetings are scheduled by request; when scheduled, they are held on the fourth Monday night from 7:00 p.m. until adjournment.
5. Provides the Mayor and City Council with guidance as to Robert's Rules of Orders and related procedural matters related to Council Meetings.
6. Provide general written and oral advice to the Mayor, City Council, City Administrator, and other Department Leaders as requested
7. Provide general legal advice and help ensure compliance with the law by the Mayor and City Council members at City Council meetings

8. Preparation and/or review of ordinances, municipal orders, resolutions, executive orders, contracts/agreements, bids, and other documents requested by the City
9. Review annual codified ordinances with the City Administrator and City Clerk
10. Preparation of legal opinions at the request of the Mayor, a voted majority of the City Council or the City Administrator
11. Provide legal advice for personnel-related matters
12. Works cooperatively with special legal counsel retained by the City for special projects; Monitor, and enter appearance on behalf of the City in all litigation the City is names party in for matters involving insurance counsel
13. Review newly enacted laws, administrative rules, and case law as requested and give advice to City departments and staff for proper compliance measures
14. Assists City officials and employees to maintain awareness of ethical standards and appearance of fairness standards, and to avoid potential conflicts of interest, prohibited transactions and the appearance of prohibited transactions.
15. Assists City officials and employees to understand the legal roles and duties of their respective offices and interrelationships with others
16. File answers and protect all liens in any foreclosures filed by Third Parties including the City as a Party
17. Prepare for and handle all other litigation related to the City
18. Provide general legal advice on all Code Enforcement issues; process foreclosures
19. Provides other legal services and tasks, as assigned.

The City Attorney is an independent contractor and is not considered an employee of the City of Erlanger or a public official.

Scope of Services not included in the retainer: The Mayor may authorize work to be performed outside of the retainer. Failure to obtain approval prior to performing work outside of the retainer may result in the waiver of compensation for services performed.

SPECIFICATIONS

1. The City Attorney must be available by phone, cell phone, fax, and/or email.
2. Timeliness of response and accessibility to the City Attorney is an important aspect of the service. Accessibility and responsiveness for the proposed designated City Attorney is of great importance, although these elements will also be considered in relation to assistant attorney(s) as well. Accessibility includes the ability to be generally available to attend meetings in person on short notice and the ability to be reached promptly by telephone.
3. The City does not offer space for offices in a City location.
4. The term of an agreement would be for four years and three months, beginning on April 1, 2023 and ending on June 30, 2027.

5. The City should be invoiced monthly with the first invoice being sent in May 2023 for services rendered in April 2023. Payments by the City will occur after the invoice has been received. The City of Erlanger processes invoices biweekly.
6. Compensation for legal services shall be based on a flat fee retainer. The City of Erlanger shall reimburse the City Attorney for any actual costs of litigation including but not limited to filing fees, lien fees, recording fees, and related court costs.
7. The City Attorney shall issue and maintain current professional liability insurance coverage with a minimum limit of \$1,000,000 and any other coverage required by the City's Insurance Agent of Record.
8. The City Attorney must also issue and maintain a current Kenton County Occupational License.

QUALIFICATIONS

1. Graduated from an accredited law school supplemented by five years of directly related work experience, preferably in municipal law.
2. Extensive knowledge of the local Code of Ordinances; as well as extensive knowledge of public administration methods, procedures, and practices.
3. Experience with Kentucky real estate and land use law
4. Experience with employment law with respect to public entities

FEE STRUCTURE

Time Frame	Retainer	Hourly Rate Attorney	Hourly Rate Paralegal	Hourly Rate Clerical	Hourly Rate Litigation
4/1/23 - 6/30/24					
7/1/24 - 6/30/25					
7/1/25 - 6/30/26					
7/1/26 - 6/30/27					