

# Erie Township



Request for Proposal (RFP)

For

Legal Services

Contact: Kim Cousino or Cindy Wisbon

Date Issued: March 1, 2023

Due Date & Time: May 1, 2023

**REQUEST FOR PROPOSAL AND STATEMENTS OF**  
**QUALIFICATIONS TO PROVIDE LEGAL SERVICES**

Erie Township is a municipal corporation located in the Southeast corner of Monroe County and is seeking to retain a “full service” legal firm to represent it in a variety of legal matters.

You are expected to submit a proposal for consideration. The information submitted in your proposal including experience, qualifications, and fee schedule will be reviewed for the purpose of selecting a firm to provide legal representation. Favorable fees will be a factor in the selection process. However, the firm’s experience, qualifications, resources, and level of proposed services will be key factors in determining the firm to represent Erie Township. Please refer to the instruction sheet for more detailed information on the scope of proposal.

It is anticipated that the Township will select one firm that will serve as general counsel for a minimum five-year period. A committee comprised of members of the Township Board will act as the qualifications-based selection committee. The selection committee will evaluate the qualifications of the legal firms that submit proposals and develop a short list of firms to be interviewed. After the interview process, Erie Township will designate its choice of firms to represent Erie Township. Erie Township will ultimately negotiate an arrangement for services with the selected firm.

Erie Township reserves the right to reject proposals or parts thereof. Erie Township also reserves the right to waive any irregularities, inconsistencies, and bidding provisions or take whatever other action that is in Erie Township’s best interest as determined by the Erie Township Board.

Erie Township is seeking a “full service” legal firm with strong knowledge and experience in several specific areas. The successful firm will provide legal support and render opinions on a variety of issues including, but not limited to:

1. General legal services – Provide legal counsel to Erie Township on general issues including contracts, written policies and procedures, and recommended changes. Provide legal counsel on other miscellaneous or unusual circumstances including litigation.
2. Board Meetings – The Township may on occasion request the representing attorney to appear and provide legal support and opinions on issues being handled during a scheduled Erie Township Board meeting.

3. Planning & Zoning – Provide legal support and opinions on issues relating to a variety of land use, planning and zoning ordinances and issues.
4. Personnel – Provide legal support on personnel issues or other miscellaneous matters relating to employment.
5. Assist the township board in updating the current Erie Township Personnel Policies & Procedures Manual (originally adopted in 2001 and revised/reformatted in 2015)
6. Personal Property Tax Collection – Provide legal counsel for collection of unpaid personal property taxes, including litigation if necessary.
7. Michigan Tax Tribunal – Provide legal counsel for cases filed at the tribunal.
8. Special Assessment Districts – Provide legal support and prepare necessary resolutions and hearing notices.

## OVERVIEW

Erie Township is a General Law Township and is a rural community located in the Southeast corner of Monroe County, Michigan. The 2020 census places Erie Township's population at 4,300.

Erie Township is governed by five elected board members; Supervisor, Clerk, Treasurer, and two Trustees. Erie Township employs one full-time employee, three part-time employees, a part-time Police Chief, two full-time Police Officers, and three part-time officers. Erie Township has two separate fire station locations with two on-call volunteer Fire Chief's and approximately 30 on-call volunteer firefighters.

Erie Township is committed to preserving the rural character and delicate natural resources that make our Township a unique and desirable place to live. The Township Planning Commission and the Township Board are committed to reviewing updating the Township's Master Plan in 2023.

## SCOPE OF SERVICES

Generally, the substance of the proposal may cover any areas which you deem to be relevant to Erie Township. The proposal should not exceed ten (10) pages and should minimally include the following information.

- List the hourly fees of partners, associates, paralegal, interns, and all billable personnel.
- List the minimum charges, if any, for telephone calls, file review, copying, facsimile, transmission, messenger services, etc.
- Describe the firms billing procedure, i.e. monthly, bi-monthly, or otherwise. Please include a sample-billing format. Priority consideration will be given to detailed billing forms.
- List those items for which the firm will expect reimbursement from Erie Township.
- State the firm's policy regarding travel costs for which it will expect reimbursement from Erie Township.
- Summary of related legal experience (as it relates to those specific areas listed above).
- State the size of the firm. If the firm is geographically headquartered in another city or location other than the local area.
- Name and brief biographical sketches of attorneys who will be generally responsible for providing related legal services to Erie Township.
- List the size and distribution of support staff including paralegal, law clerks, and clerical staff.
- Describe the firms composition in terms of:
  - Average number of years in the practice of law
  - Partner/Shareholder
  - Associate/Non-shareholder
- Describe the firm's expectation of billable hours per attorney or percentage of attorney's compensation dependent upon billable hours.
- List the number of attorneys who resigned, were dismissed, or otherwise left the firm during the past (4) years.
- Describe the firm's research capabilities.
- Describe the firms policy on staffing for deposition, trial work, and rate increases.
- Describe any actual or potential conflicts of interest, which exist within Erie Township.
- List and describe any pending litigation in which you represent a client against Monroe County, or any townships, villages, or cities in the county or any of its officers, representatives, or agencies.

- List and describe any past litigation in which you represented a client against Monroe County, or any townships, villages, or cities in the county or any of its officers, representatives, or agencies.
- Describe how your firm would avoid conflicts of interest between your role as Erie Township attorney and your other clients.

## INSTRUCTIONS

Please read these instructions carefully. Your proposal may be disqualified if it is not submitted as required herein.

Please include a transmittal letter confirming that the information contained in your proposal is true, accurate, and complete. A partner and/or shareholder must sign the letter and shall include the name, address, and phone number of the contact person or persons for purposes of your response.

The Township intends to select two or three firms to be interviewed. The firms selected for an interview should send a representative attorney who will be the primary contact person for the Township, along with any other significant members of its legal team. Interviews are tentatively scheduled to occur in May/June. Erie Township hopes to select a firm and negotiate a service agreement prior to August 2023.

Your proposal and statement of qualification with six (6) copies should be submitted on or before May 1, 2023 at 3:00 p.m. in sealed envelopes. At this time sealed bids will be opened publicly at the Erie Township Hall, 2065 Erie Rd. Erie, MI. 48133. The proposal should be delivered to the attention of Kim Cousino, Erie Township Clerk.

Each proposal shall be considered binding and in effect for a period of ninety (90) days following the bid opening.

Thank you in advance for your consideration of this request. Please do not hesitate to call us should you have any questions.

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P.O. Box 187  
Erie, MI. 48133  
Phone: (734) 848-5915  
Fax: (734) 848-2548