

REQUEST FOR PROPOSALS FOR CIVIL ATTORNEY LEGAL SERVICES

INTRODUCTION

The City of Hinckley is requesting qualifications and proposals from firms experienced in municipal law to provide legal services to the City. As City Attorney, the selected law firm or individual will be expected to provide a wide range of legal services. The City Attorney will be selected by the City Council and will work closely with the Mayor, City Council, and City Administrator/Clerk.

BACKGROUND

The City of Hinckley is a Statutory Standard Plan A city, with a population of over 1,900. Hinckley is governed by a City Council composed of a Mayor and four Councilmembers, all elected at-large, for two and four-year terms, respectively.

Hinckley provides an extensive array of services, including public works, fire protection, parks and recreation, municipal liquor store and bar, planning and zoning, economic development, finance, and internal management support functions. The City has 7 full-time employees. The City belongs to an insurance pool comprising numerous cities, operated by the League of Minnesota Cities Insurance Trust. The City Council appoints the City's Economic Development Authority.

BASIC SERVICES REQUESTED

Basic services, for the purpose of this proposal, shall include those legal services generally understood within the field of municipal law to fall within the category of "general counsel" work, and shall include, but not necessarily be limited to, the following:

- Attendance at regular City Council meetings and special meetings as requested. Regular meetings are held on the second Tuesday of each month at 7:00 pm.
- Attendance at other board, commission, and committee meetings, upon request.
- Attendance at staff meetings and meetings with City staff, upon request.
- Routine legal advice, telephone, and personal consultations with the City Council, City department heads, or authorized representatives.
- Legal advice and opinions concerning legal matters that affect the City.
- Assistance in the preparation and review of ordinances, resolutions, agreements, contracts, forms, notices, certificates, deeds, and other documents required by the City.
- Provide interpretation and advice with respect to the MN Data Practices Act and its application.
- Legal work pertaining to initial proceedings and defense of the City in certain litigation.
- Advise and assist staff as requested in the development of Requests for Proposal, formal bid documents, and procurement of goods and services.
- Legal work pertaining to water, wastewater, streets, parks, and planning & zoning departments.
- Legal work pertaining to property acquisitions, property disposals, public improvements, easement dedications, right-of-way vacations, annexations, platting, land development, TIF financing & reporting, and tax abatement issues.
- Legal work pertaining to the Economic Development Authority.

- Enforcement of City codes, zoning regulations, and building standards through administrative and judicial actions.
- Monitoring of pending and current state and federal legislation and court decisions, as appropriate.
- Coordination of outside legal counsel, as needed and as directed by the City Council.

REQUIRED PROPOSAL ELEMENTS

The proposal must provide specific and succinct answers to all questions and requests for information. Direct, precise, and complete responses will serve as an advantage to the applicant.

BACKGROUND

Describe the nature of your practice or your law firm's practice and your qualifications for providing City Attorney services. Include a professional chronology for the individual who will be designated to serve as City Attorney, as well as for others whom you anticipate being involved with providing legal services to the City.

Provide the overall capabilities, qualifications, training, and areas of expertise for each of the principals, partners, and associates of the law firm, including the length of employment for each person and their area of specialization.

Provide the following for each person whom you propose to designate as City Attorney and for each person you propose to designate as a deputy or back-up:

- Legal training and number of years of practice, including date of admission to the Minnesota Bar Association, number of years of municipal or other local public section law practice as a full-time local government attorney, and/or in a private law office specializing in local government.
- Professional affiliations.
- Knowledge of, and experience with, Minnesota Municipal Law or other public sector experience, and redevelopment law.
- Litigation experience and demonstration of good court track record. Cite examples.
- Knowledge and practice of law relating to land use and planning, environmental law, risk management, redevelopment, general plans, real estate, and other related law.
- Experience in the area of contracts and franchises.
- Experience in the area of personnel, disability law rights and obligations, workers' compensation, employee relations and negotiations, and employee discrimination claims.
- Experience in the preparation and review of ordinances and resolutions.
- Office location.

If the firm/individual, or any of the attorneys employed by the firm, have ever been sued by cities or other clients for malpractice, been the subject of complaints filed with the State Bar, or had discipline imposed by the State Bar, please provide information about the nature of the incident, the dates of when the matter began and was concluded, and the results of the situation.

CITY/CITY ATTORNEY RELATIONSHIP

Describe how you would structure the working relationship between the City Attorney and the City Council and Staff. Define the standard time frames for response by the City Attorney to direction and/or inquiry from the City Council and Staff.

Describe the systems or mechanisms that would be established for monthly reporting on the status of projects, requests, and litigation.

CLIENTS/CONFLICT OF INTEREST

Indicate whether your firm currently represents or has represented any client where representation may conflict with your ability to serve as city attorney for Hinckley.

Indicate if your firm currently represents any real estate developers doing business with, or anticipating doing business with Hinckley.

Indicate whether you currently represent any other local units of government having jurisdiction within or contiguous to the City of Hinckley.

Indicate what procedures your firm would utilize to identify and resolve conflicts of interest.

COMPENSATION

Provide the dollar amount of fixed and/or hourly fees and costs your firm will charge for providing the legal services to the City of Hinckley covered by your proposal. Please identify the hourly rates of each attorney and support personnel. Identify the minimum increment of time billed for each service, e.g., phone calls, correspondence, and personal conference. Also state separately the rate for any firm cost items to be billed (i.e., photocopying, mileage, other fees)

The City requires detailed monthly billing statements, which shall include, but are not limited to, the following items:

- Itemizes the date of services.
- Identifies the attorney and/or support personnel providing the services.
- Lists time spent for each service or activity by tenths of an hour.
- Provides a detailed description of the services performed, including a clear identification of the subject of the service, such as file number, address, or other clear identifying information.
- States the fees for those services.
- Organizes billing for general corporate work by department, type of services, and/or project.
- Itemizes all associated costs and expenses related to the services performed.

If another billing format will be proposed, please describe that format and provide a sample.

PROFESSIONAL REFERENCES

Provide a reference list of three recent (within five years) municipal clients. If municipal clients are unavailable, other major clients may be submitted instead. Please provide contact information, including address, phone number, and e-mail address.

The City requires compliance with Equal Opportunity regulations; therefore, the firm selected shall not discriminate under the contract against any person in accordance with federal, state, or local regulations and shall certify to such compliance in their proposal.

SUBMITTAL REQUIREMENTS

In order to ensure a fair review and selection process, firms submitting proposals are specifically requested not to make contact with the City staff or Councilmembers regarding these proposals. Questions or comments should be directed to the City Administrator, Leaha Jackson, at 320-384-7491.

Proposals shall be emailed to Leaha Jackson, City Administrator at: cityadmin@cityofhinckley.com.

Proposals must be received by 4:00 p.m. on Thursday, July 23, 2026.

The City Council reserves the right to reject all proposals, to request additional information concerning any proposal for purposes of clarification, to accept or negotiate any modification to any proposal following the deadline for receipt of all proposals, and to waive any irregularities if such would serve the best interests of the City as determined by the City Council.

EVALUATION AND SELECTION PROCESS

The City intends to retain the legal services of the firm or individual evaluated to be best qualified to perform the work for the City, cost and other factors considered. Proposals will be screened, and the City Council will select the top candidates. The City Council may choose to conduct interviews of those candidates they deem fit. The final approval of the law firm appointed will be made by the City Council. The City will not reimburse anyone for any expense incurred in connection with the preparation and submission of the proposal and attendance at interviews.

The City reserves the right to negotiate the final terms and conditions of the contract to be executed with the selected firm. Should the City and a consultant be unable to mutually agree upon the entire contract, the City reserves the right to discontinue negotiations, select another, or reject all of the statements of proposal. Upon completion of negotiations agreeable to the City and the selected firm, a contract shall be executed.

The contract will require that the individuals or law firm selected as City Attorney maintain general liability, automobile, workers' compensation, and errors and omissions insurance. The contract will also contain provisions requiring the selected individual or law firm to indemnify the City and provide that the City Attorney is an independent contractor serving at the will of the City Council. Other required provisions will include the City Council's right to terminate the agreement, at its sole discretion, upon the provision of notice.