



Request for Proposals- City Attorney/City Prosecutor

The City of Oelwein, population 5,920, requests letters of interest and qualifications for an attorney and/or firm to represent the city regarding legal matters. A contractual relationship will be considered.

Scope of Services for City Attorney/City Prosecutor

- Interpret and provide opinions on questions regarding a variety of legal issues.
- Review and provide written legal opinions on proposed ordinances, when requested.
- Prepare or revise and provide recommendations for proposed ordinances and resolutions.
- Interpret and provide staff and Council written opinions on questions interpreting City and State Code matters when requested.
- Act as legal advisor to all city officials, boards, and commissions.
- Attend meetings of the Council, boards or commissions at the request of the Mayor, Council or Administrator.
- Review materials prepared for the City Council and confer with the City Administrator and/or staff regarding issues that may need to be discussed prior to a meeting, including contracts, agreements, plats and easements.
- Provide legal opinion on all contracts prior to approval by the City Council.
- Prosecute traffic citations, simple misdemeanor offenses, and other police matters.
- Assist staff on personnel issues, including ancillary involvement in collective bargaining issues.
- Advise staff on planning and zoning issues.
- Advise staff on code enforcement and nuisance abatement issues.
- Prepare and review documents related to land acquisition and/or development.
- Represent the City in Magistrate's Court and Associate District Court where the City is a party.
- Maintain membership in Iowa Municipal Attorneys' Association (at City expense), and regularly attends continuing legal education training in the field of municipal law.
- Provide any other general legal advice as needed.

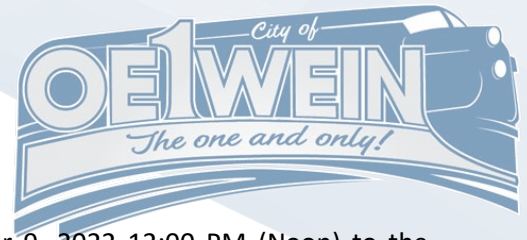
Optional Scope of Services (Please provide qualifications in these areas if desired)

- Human Resources
- Labor Relations/Collective Bargaining
- Eminent Domain/Specialized Land Acquisition
- Specialized Litigation

Not Included in Scope of Services (Services by others)

- Bond Counsel services (Including but not limited to Urban Renewal, long-term borrowing, Urban Revitalization)- Dorsey Whitney LLP





Submittal of Qualifications

Letters of interest and qualifications must be submitted November 9, 2022 12:00 PM (Noon) to the following address:

Dylan Mulfinger, City Administrator
City of Oelwein
20 2nd Avenue SW
Oelwein, IA 50662

Information required in the submittal:

- Letter highlighting related legal experience of the primary attorney(s) as well as the experience of that attorney's firm.
- Resume of all attorneys who would be providing services to the city.
- Hourly cost to retain the services of the attorney and/or firm (based on the proposed scope of services.)
- Attorneys should have at least three (3) years experience in municipal or criminal law.

Process and basis of selection

The City Council will meet in a work session November 14, 2022 and will select the candidates to be interviewed. Once the attorney(s) and/or firm is/are chosen, the scope of services will be further defined, and a contract or employment agreement will be prepared to be acted upon by City Council.

The amount of expertise in municipal legal issues by the lead attorney and others within the firm and the estimated cost of services will be used to determine selection of the successful firm/candidate, among other relevant factors.

Timeline

November 9 the city accepts proposals

November 14 Council will select 2-3 firms to interview

November 28 Council will interview firms at a work session following the regular meeting

December 12 Council will hire an attorney and work toward a finalized contract with the firm

January 2, 2023, the firm starts. An on boarding process will be created that works for both parties

The City of Oelwein reserves the right to reject any and/or all proposals.

Questions should be directed to Dylan Mulfinger, City Administrator at (319) 283-5440 or dmulfinger@cityofeelwein.org

