

**City of Liberty, SC
Request for Proposals
City Attorney**

I. General Information

The City of Liberty, SC is seeking and accepting proposals from persons who are members of the South Carolina Bar and licensed to practice law in South Carolina to serve as the City Attorney. Lawyers and law firms are invited to submit proposals and statements of qualifications for this scope of work. After evaluation of all submittals, finalists will be invited to an interview(s) with City representatives. The City of Liberty reserves the right to reject any or all submittals.

The initial term of the retainer agreement will begin on or about August 15, 2019 and end on June 30, 2020. The agreement will be annually renewable based on the needs of the City and the performance and services provided by the City Attorney.

I. Scope of Services

Be retained to provide the following services as needed:

- Provide legal, personnel, contract and other municipal-related advice to the Mayor, City Council, City Administrator and Police Chief.
- Assist with the development and/or review of City Ordinances.
- Assist with the development and/or review of City contracts and agreements.
- Assist with real-estate transactions, lien filings and other miscellaneous municipal-related activities
- Attend City Council meetings (as needed).
- Coordinate legal activities with the legal resources available through the SC Municipal Association.
- Either perform or coordinate the prosecution activities for the Police Department

II. Required Information

- An overview of the lawyer/firm including historical background, length of time in practice and structure of the firm.
- Description of experience in areas defined in the Scope of Services.
- List of all key employees that may be assigned to provide services to the City.

- List of references including client name, contact address, phone number.
- Fee schedule and narrative on how you or your firm expects to be compensated.
- Any other items that you or your firm wishes the City of Liberty to consider in evaluating the qualifications.

III. Selection Criteria

The City will evaluate the proposals based on, but not limited to, the following selection criteria:

- The firm's demonstrated qualifications and expertise in performing the services required in a small city environment.
- The professional and ethical reputation of the firm.
- The basis of compensation and affordability by the City.
- Past record of performance with respect to quality of work provided to comparable clientele.
- References from current or previous clients.

If you wish to submit a proposal, **you must submit three (3) complete sets of your proposal.** Completed sealed proposals must be received by the City **on or before 5:00pm on Monday, July 29, 2019.** Submit proposals to:

Bruce Evilsizor
City of Liberty
P. O. Box 716 / 206 West Front Street
Liberty, SC 29657

Please note: Proposals must be marked on the outside of the envelope, City Attorney Proposal