

# **Request for Proposals (RFP)**

## **General Legal Services**

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**Village of Germantown, Wisconsin**

**October 24, 2024**

## **I. Purpose**

The Village of Germantown is currently seeking qualifications from law firms and attorneys interested in providing general law services to the Village. The Village will review submissions to determine which proposer offers the highest quality of general law services at a competitive cost. The Village recognizes that firms and attorneys who might consider submitting a proposal may have clients that do business or otherwise appear before the Village in matters wholly unrelated to the Village's general legal work. As part of the engagement agreement for general legal services, and in subsequent letters as necessary, the Village will waive conflicts for these wholly unrelated matters that exist at the time of engagement and that occur in the future.

The RFP is available from the Village of Germantown, Attn: Steven Kreklow, Village Administrator, N112 W17001 Mequon Road, Germantown, WI 53022; Phone: 262-250-4775; E-Mail: [skreklow@germantownwi.com](mailto:skreklow@germantownwi.com) . Solicitation documents and any addenda may be accessed online at [www.germantownwi.gov](http://www.germantownwi.gov). Sealed submissions shall be delivered to the Village Administrator's Office at the address listed above and will be accepted until the proposal deadline of 4:00 p.m. on Monday, November 11, 2024. Any late submissions may be rejected.

## **II. General Information**

Located 25 miles northwest of Milwaukee, Germantown encompasses 34 square miles in the southeast corner of Washington County. Germantown is one of the largest villages in geographical area in the State of Wisconsin. The Village's current population, as of the 2020 census, is 20,917, a 5.8% increase over the prior ten year's period. The 2023 estimated population is 21,339. The Village operates under a council-manager form of government. There are nine members on the Germantown ii Village Board. Eight of the members are elected from four trustee districts and the Village President is elected at large. Board members are elected to three-year terms. The appointed Village Administrator is responsible for the day-to-day operations of the Village, the appointment of administrative staff members, and the supervision of all employees. The area offers a pleasing, small-town character enhanced by all the modern amenities of a first-class suburb. Germantown residents take advantage of exceptional schools, modern healthcare providers, attractive real estate, well-maintained parks and facilities as well as unique shops and local restaurants. While the village has worked hard to provide its residents with the finest in big-city conveniences, it has worked equally hard to maintain its rich German heritage and beautiful architecture. The Village provides typical municipal services including: police, fire, emergency dispatch and ambulance services; public works activities such as highway and street maintenance, and recycling; recreational activities such as parks, recreation programs, public library and senior activity center; community development activities including planning and zoning enforcement, economic development, and general administrative and financial services. The Village operates a Water and Wastewater Utility as enterprise funds.

### **III. Scope of Services**

Germantown is soliciting proposals from qualified, licensed attorneys or legal firms to serve in the position of Village Attorney. General services will include, but may not be limited to the following:

1. Preparation for and attendance at regularly scheduled evening meetings of the Village Board
2. Preparation for and attendance at periodically scheduled meetings of the Village's Board of Review, Board of Appeals, Ethics Board and other bodies, as required
3. Availability for consultation with the Village President, Village Board, Village Administrator and authorized Village officers/senior staff
4. Rendering of legal opinions for the Village President, Village Board, Village Administrator and authorized Village officers/senior staff
5. Ensuring the constitutionality of Village ordinances as they relate to existing laws or changes in law at both the state and federal levels, and initiating ordinance amendments as needed
6. Reviewing ordinary documents and contracts, as well as all draft resolutions and ordinances
7. Land sales and acquisitions
8. Easements, land divisions, condemnations
9. Development Agreements
10. Codification
11. Zoning Issues
12. Litigation
13. Liquor and other licensing
14. Collections
15. Instructions/seminars in open meetings, ethics, other educational presentations
16. Other services the Village President, Village Board, Village Administrator, and other Village officers/senior staff members upon request.
17. Prosecute violations of Village ordinances, including traffic violations, before the Municipal Court and/or Circuit Court, as well as any jury trials and handle appeals from such decisions.
18. Answer correspondence and telephone inquiries regarding Municipal Court matters, including inquiries from Village personnel, defendants, victims, and witnesses.

A full description of the Village's legal service requirements, as well as the duties of the Village Attorney, are contained in Chapter 1.15 of the Village of Germantown Code of Ordinances. [CHAPTER 1 - GENERAL GOVERNMENT | Code of Ordinances | Germantown, WI | Municode Library](#)

#### **Village Hall Office Hours**

The Village Attorney will maintain scheduled office hours at Village Hall which will be mutually determined by the Village Attorney, Village President, and Village Administrator. Office hours will

generally range between 4-8 hours per week, whereby legal work will be done for the Village which will not include municipal court work. Municipal court work may be done at the Village Attorney's office at Village Hall but will not be included in the 4–8-hour standard each week.

#### **IV. Submissions**

Proposals shall be prepared simply and economically, providing a straightforward, concise description of the proposing firm's capabilities to satisfy the requirements of the RFP. Emphasis should be on completeness and clarity of content and cost effectiveness of the proposal. As such, the Village will accept proposals containing both technical and price proposal information in a single document submission. Accordingly, proposals should include:

1. A summary cover letter.
2. Hourly cost for services, as well as other itemized billing that the Village would expect to incur or be responsible for. The Village welcomes an option of a flat retainer to cover usual or customary work, and an hourly rate for work outside of the general scope of duties.
3. Personal resume of the applicant and any associate(s) who may be appointed to serve as Village Attorney. The resume shall include formal education and specialized training, professional experience (private, as well as municipal), involvement in community and professional associations, memberships held, and professional awards or recognitions received.
4. Summary of recent, relevant practice in the area of municipal law such as drafting and interpreting ordinances or prosecuting ordinance violations; recodification; tax incremental financing; impact fees; sub divider development agreements; special assessments; personnel/employment issues such as grievances, fair labor standards act and similar matters; real estate, easement or right-of-way acquisition/disposition; and other experience common to municipal government.
5. Description of the logistical capabilities of any law office, as applicable, such as secretarial support; staff backup during vacations, other absences, or in response to unusual caseload; availability for timely response to Village officials' inquiries; reference library; and other pertinent information.
6. Statement of personal philosophy on how the legal affairs of a municipality should be handled, including involvement with elected officials, boards, commissions, committees, and individual residents; how conflicts of interest or conflicts of time between private clients and the Village will be dealt with; intended level of interaction with municipal associations and other municipal attorneys.
7. Any other information a proposer may wish to present in support of an application.

## V. RFP TIMEFRAME

The Village will pursue the following schedule in selecting its next Village Attorney:

<b>Milestone</b>	<b>Completion</b>
Request-for-Proposals Available	October 23
Deadline for Submittal of Questions Concerning RFP	November 1
Distribution of Responses to RFP Questions	November 4
Deadline for Submittal of Proposals	November 11
Proposer Interviews and/or Submission Evaluations Completed	December 11
Contract Award Approved by Village Board	January 6

## VI. Submitting Proposals

Two copies of the proposal should be prepared and supplied to the Village, and one electronic copy on a thumb drive should also be provided. The proposals should be delivered within a single envelope, clearly indicating on the front of the envelope: GENERAL LEGAL SERVICES. All proposals must be received by the Village of Germantown by mail or in-person by 4:00 p.m. on Monday, November 11, 2024. All proposals should be addressed to:

Steven Kreklow  
Village Administrator  
Village of Germantown  
N112 W17001 Mequon Rd  
Germantown, WI 53022

Except for exempt materials, all proposals and information submitted by proposers will be available for viewing after the evaluation process is complete and the Village enters into a contract with the selected Village Attorney. Submissions are public records under the Wisconsin open records laws.

## VII. Evaluation of Proposals

Proposals will be evaluated based on the following:

1. A proposer's overall qualifications.
2. The primary attorney's qualifications specific to this engagement.
3. Value to the Village (i.e., cost).
4. References, particularly municipal, county, and school district client references.

The Village will evaluate proposals primarily upon the submitted materials; however, the Village likely will contact clients the proposer represents and has represented. The Village also will conduct interviews of finalists for the engagement. The Village reserves the right to reject any and all proposals, to waive any information or irregularities contained in any proposal, and to use any ideas in a submission, unless protected by copyright, regardless of whether the proposer is selected.

## **VIII. ADDITIONAL INFORMATION**

Requests for additional information should be gathered into one e-mail communication and submitted to: [skreklow@germantownwi.gov](mailto:skreklow@germantownwi.gov). Responses to any inquiries received will be shared with all potential proposers to ensure that all parties are operating with the same information.