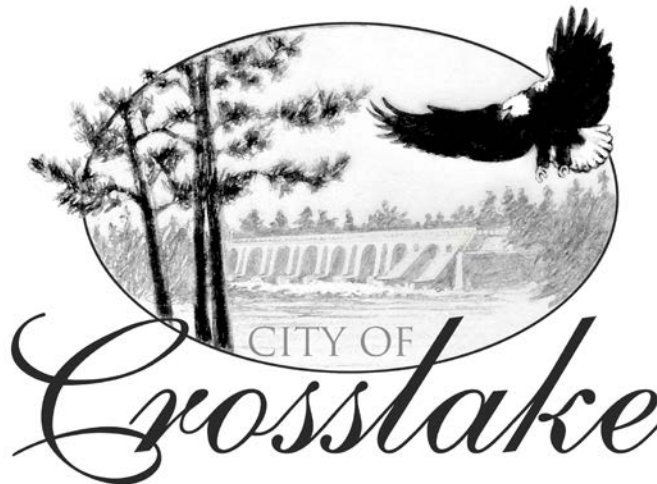


Request for Proposals (RFP)

Labor & Employment Legal Services



Document is available online at www.cityofcrosslake.org

**City of Crosslake, Minnesota
January 26, 2023**

INTRODUCTION

The City Council of the City of Crosslake invites interested law firms and individuals with a minimum of five years of municipal/county law experience to submit written proposals to provide Labor and Employment Legal Services to the City. As Labor Attorney, the selected law firm or individual will be expected to provide a wide range of legal services related to labor and employment issues. The Labor Attorney will be selected by the City Council and will work closely with the City Administrator and other City staff.

GENERAL INFORMATION

The City of Crosslake is located in Crow Wing County, on the Whitefish Chain of Lakes with over 121 miles of shoreline. The City is situated in the east central portion of Minnesota approximately 80 miles north of St. Cloud, 90 miles southwest of Duluth and 20 miles north of Brainerd. Access is provided via County State Aid Highway 3, 66 and 16. There are approximately 52 miles of paved streets within the City's corporate limits.

The City encompasses approximately 37 square miles of land area, and the recent Census data places the population at 2,466. Crosslake is a significant recreation destination which is reflected in a seasonal population approaching 10,000.

Crosslake operates its own waste treatment facility and serves primarily the commercial sector and adjacent residential areas. The balance of the City is served by individual septic systems. Fire protection is provided by a 26-member paid on-call fire and rescue department consisting of a pumper, tanker, combination pumper/tanker as well as other miscellaneous firefighting and rescue equipment. The City operates its own police department with 6 full-time officers and several part-time officers as well as 6 city-owned fully equipped patrol cars. The City is surrounded by the Whitefish Chain of Lakes and the City has more than 152 acres of municipal parks. Facilities include a picnic shelter; 2 ball fields; 3 tennis courts; a skating rink, a playground, a community center with library, gym, and meeting rooms.

SCOPE OF SERVICES

The City of Crosslake is requesting proposals from licensed attorneys and law firms to serve as the City's labor and employment attorney or firm ("labor counsel") on a contractual basis. Labor counsel provides the following services:

- *Contract Negotiations:* Through collective bargaining, the City engages in contract negotiations every 2 to 3 years with TEAMSTERS, AFSCME, and MNPEA labor unions. Labor counsel assists management with negotiations to ensure fair contracts are struck while advancing the goals of the organization.
- *Grievances & Arbitration:* Labor counsel provides advice regarding contract interpretation and grievance processing and provides representation in arbitration hearings on behalf of the City.
- *Personnel:* The City values all aspects of the employment lifecycle. Labor counsel assists the City in achieving this goal by ensuring the organization follows evolving laws related to hiring, management, employee benefits, workplace safety and as necessary, termination.

- *Investigation & Litigation:* While the City is fortunate to have not experienced many workplace conduct or other employment-related issues, labor counsel assists the City in internal investigations and litigation as necessary.
- *Policy & Procedure:* The City strives to ensure its policies and procedures reflect best practices and current laws. Labor counsel ensures the City is made aware of changes in labor and employment law and best practices that impact the organization.

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 qualifications for providing Labor and Employment Legal Services. Include a professional chronology for the individual who will be designated to serve the City, 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 his/her area of specialization.

Provide the following for the person whom you propose to designate as legal counsel and for each person you propose to designate as an associate or backup.

- 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 sector law practice as a full-time local government attorney and/or in a private law office specializing in labor and employment law.
- Professional affiliations.
- Litigation experience and demonstration of a good court track record. Cite examples.
- Knowledge and practice of law relating to labor and employment and other related law.
- Experience in the area of contracts, unions, unemployment, and workers compensation.
- Types of clientele represented and years representing each.
- Office location(s) and accessibility to the City.

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.

Describe your office staffing, including all permanent and temporary employees, their general duties, and work schedules. Include any staffing changes you would propose should you be awarded the contract.

CLIENTS/CONFLICT OF INTEREST

Indicate whether your or your law firm represent or have represented any client which representation may conflict with your ability to serve as legal counsel.

Do you currently represent any members of the City Council?

What procedures does your firm utilize to identify and resolve conflicts of interest?

COMPENSATION

The present attorney provides labor and employment legal services at an hourly rate. It is anticipated that the City Council may expect the firm/individual selected to also provide services under a similar system. The City is prepared, however to consider alternative payment arrangements.

- State the hourly rates for the designated attorney and associates for general work and for special services such as litigation and prosecution.
- Define the type and unit rates for reimbursement for expenses such as mileage, reproduction of documents, faxed documents, e-mail documents and word processing charges.

PROFESSIONAL REFERENCES

Provide three professional references for the individual designated as legal copunsel, including addresses and work telephone numbers. References should be currently employed public agency officials or agents.

EVALUATION AND SELECTION PROCESS

Proposals will be screened and the top candidates will be selected by the City Council or a subcommittee appointed by the City Council. The qualifications for the top candidates will be verified and references will be checked. In reviewing proposals, the City will carefully weigh:

- Depth and breadth of experience and expertise in the practice of law, specifically in those areas most often encountered in municipal government operations and labor/employment issues;

- Capability to perform legal services promptly and in a manner that permits the City Council and Staff to meet established deadlines and to operate in an effective and efficient manner;
- Degree of availability for quick response to inquiries that arise out of day-to-day operating questions or problems;
- Degree to which firm and individual attorneys stay current through continued professional development;
- Communication skills;
- Cost of services; and
- Other qualifications/criteria, as deemed appropriate by the City Council.

The contract will require that the individual or law firm selected as 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 attorney/firm 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.

SELECTION SCHEDULE

The City of Crosslake intends to proceed with the following tentative schedule for the selection.

Request for Proposals Distributed	January 26, 2023
Proposal Due Date	February 24, 2023 (4:00 P.M.)
Review of Proposals	March 1, 2023
Interviews	March 15, 2023
City Council Awards Contract	March 29, 2023

SUBMITTAL REQUIREMENTS

Law firms or individuals interested in submitting proposals shall submit eight complete copies of the proposal along with a proposed contractual agreement, in a sealed envelope bearing the caption, "Labor & Employment Legal Services Proposal for City of Crosslake". The envelope shall be delivered to:

Michael Lyonais
City Administrator
City of Crosslake
13888 Daggett Bay Road
Crosslake, MN 56442

Proposals must be received at the above address by 4:00 P.M. on Friday, February 24, 2023. Late proposals will not be considered.

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.

CONTACT INFORMATION

Direct all inquiries regarding the Request for Proposals to Michael Lyonais, City Administrator, at 218-692-2688, fax 218-692-2687 or email mlyonais@crosslake.net.