

REQUEST FOR QUALIFICATIONS
FOR
CITY ATTORNEY/LEGAL SERVICES FOR THE CITY OF SEVIERVILLE, TENNESSEE

On or before _____ p.m., _____, 2004, the City of Sevierville will receive qualification statements from interested attorneys or law firms for services related to providing legal assistance to the City. No late statements will be accepted.

Interested firms should submit three copies of their statement of qualifications to:

Further information on this project may be obtained by contacting

_____ (telephone)

PLEASE NOTE: The selection of an attorney or firm to provide the described scope of services will not be made on cost alone, but may be made based on the consideration of qualifications-related factors contained in this Request For Qualifications.

GENERAL SCOPE OF SERVICES

The City of Sevierville is a Council/Manager form of government which provides a wide variety of services to citizens and visitors in the Sevierville area. These include water and wastewater, police, fire, streets, sanitation, parks and recreation, and other services.

An important part of this governance relies on quality legal services. This scope of services will include the appointment of one individual to serve in the position of City Attorney, who will be appointed by and serve at the will and pleasure of the City Council of Sevierville.

The legal services under consideration in this Request For Qualifications involve (but are not limited to):

1. Providing a variety of high-quality and timely legal opinions to the City Council and city staff.
2. Attending regular meetings of the City Council and occasional special-called meetings.
3. Being intimately familiar with the City's charter, Code of Ordinances, applicable state and federal laws, and other applicable documents (such as the City Personnel Policies and Procedures, code enforcement process, etc.).
4. Providing advice to the City on a variety of legal matters.
5. Representing the City as City Attorney in legal matters.
6. Serving as the City Attorney by prosecuting violations of municipal ordinances.
7. Reviewing and occasionally drafting ordinances, resolutions, charter changes, and other documents as requested by the City Council.
8. Reviewing and making recommendations on a variety of projects and proposals which have legal ramifications (such as codification of the City's ordinances, changes to the City's charter, etc.).
9. Maintaining an appropriate relationship with professional organizations in the field of municipal legal services.
10. Staying abreast of new or proposed state and federal legislation affecting the City.
11. Researching alternative approaches to resolving legal problems.
12. Assisting and/or advising on the collection of delinquent taxes and/or other delinquent revenues.

INFORMATION REQUIRED FOR STATEMENT OF QUALIFICATIONS

The Statement of Qualifications must address the following criteria and be submitted in this order (the attached Statement Of Qualifications Form may be used):

1. Name of firm, owner, address and telephone number.
2. Personnel qualifications. Identify the key Attorney who will serve in the position of City Attorney; provide their resume and summarize their experience. Provide the same for other attorneys (if any) in the firm who may assist with the provision of services.
3. Specialized legal services competence. Provide information about the attorney and firm's experience in providing legal services to municipal organizations. Provide at least two references from these organizations including names, contact persons and phone numbers.
4. Capacity and capability. Provide information about the attorney and firms's capacity and capability to perform on short notice and in a timely manner. If the appointed City Attorney is not available are there other means of responding to requests?
5. Approach to communicating with the City. Describe the attorney and firm's approach to communicating with the City in regard to progress reports, status reports, recommendations, status of opinions, etc.
6. Understanding of services to be provided. Describe the attorney or firm's understanding of the scope of work.
7. Work schedule. Provide a plan for service delivery.
8. Conflict of interest. The attorney or firm, by submitting a proposal, certifies that to the best of its knowledge or belief, no elected or appointed official of the City is financially interested, directly or indirectly, in their firm or in the purchase of services as described in this RFQ. They also certify that the information contained in the Statement of Qualifications is correct and complete to the best of their knowledge.
9. Costs for Providing Services. Please provide an estimate of the costs for providing the services described above. Such costs should include a base fee for providing routine opinions and services including attendance at regular City Council meetings, and additional fees related to non-routine services such as prosecuting violations of municipal ordinances, representing the City in certain lawsuits, providing non-routine opinions and research, etc.

Statement Of Qualifications Form

1. Name of firm, owner, address and telephone number:

2. Personnel Qualifications:

3. Specialized Legal Services Competence:

4. Capacity and capability:

5. Approach to communicating with the City:

6. Understanding of services to be provided:

7. Work schedule:

8. Costs for Providing Services:

9. Certification:

I certify that the above information is correct and complete to the best of my knowledge. I also certify that to the best of its knowledge or belief, no elected or appointed official of the City of Sevierville is financially interested, directly or indirectly, in my firm or in the purchase of services as described in this RFQ.

Name and Title Date