

**TOWN OF LUTHER  
NOTICE  
Request for Qualifications (RFQ)  
MUNICIPAL ATTORNEY**

**1.0 Notice To Proposers**

The Town of Luther is soliciting sealed Requests for Qualifications (RFQ) from law firms for Municipal Attorney Services. Law firms are invited to submit qualifications and proposals for the provision of these services. To be considered, proposals must address each of the requests for information included in this document. In addition, information regarding rates and fees must be submitted on the Proposed Fees sheet included in this Request for Qualifications (RFQ).

All addenda, notices, additional information, etc. will be posted to the Town of Luther website at <http://www.townoflutherok.com>.

Two (2) original plus two (2) digital copies of the proposal must be sealed and returned to the Town of Luther, Attention:

Town Manager,  
Town of Luther,  
P.O. Box 56,  
Luther, OK 73054  
[office@townoflutherok.com](mailto:office@townoflutherok.com)  
405-277-3833

**by 4:30 p.m. Central Standard Time, on Monday, March 5<sup>th</sup>, 2018.**

All proposals must be plainly marked with "Municipal Attorney Services RFQ".

Proposer is responsible for delivery of response by the date and time set for the closing of the proposal acceptance. Responses received after the date and time set for the closing will not be considered.

The Town of Luther reserves the right to reject any and all proposals and waive informalities in proposals received.

All inquiries concerning this RFQ must be made in writing to the address or email address listed above, with e-mail being the preferred method.

## **2.0 Statement of Qualifications**

At a minimum, the proposer shall provide in support of a submitted proposal:

- The name, resume and background of the managing professional and other key individuals, affiliates, and subcontractors to be associated with the services.
- A description of the ability and capacity of the proposer, the management structure, and the procedures and practices for management of the engagement.
- A description of past performance and references on similar services.
- An estimate of the man hours and timelines to perform reasonably anticipated tasks or services.
- Signed and notarized Proposed Fees for Municipal Attorney Services.
- Signed and notarized affidavits of non-collusion and financial interest.

## **3.0 SCOPE OF SERVICE**

The scope of services for which fees and rates are requested is divided into three categories: general representation, special projects and litigation. The firm will be required to provide detailed, itemized billing for each category (including general representation), monthly.

### **A. General Representation**

- Attendance at all regular meetings of the Town Trustees, currently the second Tuesday of the month at 7:00pm.
- Consultation with Town Trustees via telephone and/or email during normal business hours.
- Preparation and review of ordinances and resolutions as required.
- Preparation and review of contracts and other documents prior to Town Trustee action.

### **B. Special Projects**

This category includes any unusually large projects defined as one that will require 20 hours or more of attorney time to handle.

### **C. Counsel and Litigation**

This category includes both pretrial and trial activities for all litigation filed by or against the Town of Luther. (In the event insurance covers defense of litigation filed against the Town, the rates for pretrial and trial activities will be mutually determined by the law firm and the insurance carrier.)

#### **4.0 CONTRACT**

- Proposal price shall be valid from the time of selection to June 30, 2018, at which time the proposers contract will expire.
- Proposer and Town of Luther Trustees will have the opportunity to renew proposers contract July 1, in compliance with the Town of Luther's 2018-2019 fiscal year.
- Proposers may not withdraw his/her proposal for a period of thirty (30) days after the date and hour set for the opening of proposals.
- All material submitted to the Town becomes public property and is subject to the Oklahoma Open Records Act upon receipt.
  - If a proposer does not desire proprietary information in the proposal to be disclosed, each page must be identified and marked 'proprietary' at the time of submittal. The Town will, to the extent allowed by law, endeavor to protect such information from disclosure.

#### **5.0 GENERAL TERMS OF AWARD OF PROPOSAL**

This contract shall be awarded to the firm whose proposal is judged most responsive to the RFQ and is most advantageous to the Town of Luther.

The Town of Luther Board of Trustees shall have the authority to award the contract.

The contract shall be awarded to the lowest secure Proposer. In determining "lowest secure proposer", in addition to price, the following factors shall be considered:

- The ability, capacity, skill and experience of the Proposer to fulfill the terms of the contract or provide the service required.
- Whether the Proposer can fulfill the terms of the contract or provide the service promptly or within the time specified without delay or interference.
- The character, integrity, reputation, judgment, experience and efficiency of the Proposer.
- The previous and present compliance of the Proposer with laws and ordinances relating to the contract or service.
- The sufficiency of the financial resources and ability of the Proposer to fulfill he terms of the contract or provide the services required.
- The quality, availability and adaptability of the contractual services to the use required.
- The number and scope of the conditions attached to the Proposer.

**Town Of Luther**  
**Proposed Fees**  
**Municipal Attorney Services**

The following rates are proposed for Municipal Attorney Services to the Town of Luther by:

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1. General Representation
  - Shareholders Hourly Rate \$ \_\_\_\_\_
  - Senior Associates Hourly Rate \$ \_\_\_\_\_
  
  - Associates Hourly Rate \$ \_\_\_\_\_
  - Law Clerk Hourly Rate \$ \_\_\_\_\_
  - Paralegals Hourly Rate \$ \_\_\_\_\_
  
2. Special Projects
  - Shareholders Hourly Rate \$ \_\_\_\_\_
  - Senior Associates Hourly Rate \$ \_\_\_\_\_
  
  - Associates Hourly Rate \$ \_\_\_\_\_
  - Law Clerk Hourly Rate \$ \_\_\_\_\_
  - Paralegals Hourly Rate \$ \_\_\_\_\_
  
3. Litigation
  - Pre-trial activities:
    - Shareholders Hourly Rate \$ \_\_\_\_\_
    - Senior Associates Hourly Rate \$ \_\_\_\_\_
  
    - Associates Hourly Rate \$ \_\_\_\_\_
    - Law Clerk Hourly Rate \$ \_\_\_\_\_
    - Paralegals Hourly Rate \$ \_\_\_\_\_
  
  - Trial activities:
    - Shareholders Hourly Rate \$ \_\_\_\_\_
    - Senior Associates Hourly Rate \$ \_\_\_\_\_
  
    - Associates Hourly Rate \$ \_\_\_\_\_
    - Law Clerk Hourly Rate \$ \_\_\_\_\_
    - Paralegals Hourly Rate \$ \_\_\_\_\_

4. Municipal Prosecutor

Shareholders Hourly Rate	\$ _____
Senior Associates Hourly Rate	\$ _____
Associates Hourly Rate	\$ _____

I, \_\_\_\_\_, acting on behalf of the firm of \_\_\_\_\_  
\_\_\_\_\_ certify that I have reviewed and fully understand the Town of Luther Requests for Qualifications for Municipal Attorney services. I further certify and swear that the information submitted in response to the Request for Qualifications is true, correct and fully shows all information required to be reported.

By: \_\_\_\_\_

THE STATE OF OKLAHOMA

COUNTY OF OKLAHOMA

Before me, the undersigned authority, on this day personally appeared \_\_\_\_\_ of \_\_\_\_\_, known to me to be the person and officer whose name is subscribed to the foregoing instrument, and acknowledged to me that they executed it for the purposes therein expressed, and in the capacity therein stated.

Sworn to and subscribed before me, under my official hand and seal of office on this the \_\_\_\_\_ day of \_\_\_\_\_ 2018.

\_\_\_\_\_  
Notary Public State of Oklahoma

(Seal of Notary)

**PROPOSER INFORMATION SHEET**

**To be completed by all Proposers for contracts with the  
TOWN OF LUTHER, OKLAHOMA  
(Please print or type)**

Corporate Name: \_\_\_\_\_

Legal Identity (Corporation,  
Partnership, Individual, etc.): \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Telephone: \_\_\_\_\_

Fax: \_\_\_\_\_

Taxpayer ID: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Contact Phone: \_\_\_\_\_

Contact Fax: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Webpage Address: \_\_\_\_\_

**NON-COLLUSION AFFIDAVIT**

State of \_\_\_\_\_)

County of \_\_\_\_\_)

\_\_\_\_\_, of lawful age, being first sworn on oath says that (s)he is the agent authorized by the proposer to submit the attached proposal. Affiant further states that the proposer has not been a party of any collusion amount with proposers in restraint of freedom of competition by agreement to bid at a fixed price or refrain from bidding; or with State, County, or city officials or employees as to the quantity, quality, or price in prospective contract, or any other terms of said prospective contract; or in any discussions between proposer and any State, County, or Town official concerning exchange of money or any other thing of value for special consideration in the letting of a contract.

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Subscribed and sworn before me this \_\_\_\_\_ day of \_\_\_\_\_, 2018.

\_\_\_\_\_  
Notary Public

My Commission Expires: \_\_\_\_\_

**BUSINESS RELATIONSHIP AFFIDAVIT**

State of \_\_\_\_\_)

County of \_\_\_\_\_)

\_\_\_\_\_, of lawful age, being first sworn on oath that (s)he is the agent authorized by the proposer to submit the attached proposal. Affiant further states that the nature of any partnership, joint venture, or other business relationship presently in effect of which existed within one (1) year prior to the date of this statement which involved any employee of the proposer and the Town of Luther or any of its Trustees, Officers or Employees is as follows:

\_\_\_\_\_  
\_\_\_\_\_

Affiant further states that any such business relationship presently in effect or which existed with within one (1) year prior to the date of this statement between any official or director of the law firm and the Town of Luther or any of its Trustees, Officers, or Employees is as follows:

\_\_\_\_\_  
\_\_\_\_\_

Affiant further states that the names of all persons who have any such business relationships and the positions they hold with their respective companies or firms are as follows:

\_\_\_\_\_  
\_\_\_\_\_

(If none of the business relationships, hereinabove mentioned, exists, affiant should so state.)

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Subscribed and sworn before me this \_\_\_\_\_ day of \_\_\_\_\_, 2018.

\_\_\_\_\_  
Notary Public

My Commission Expires: \_\_\_\_\_