

Request for Proposal for Legal Services

May, 2020

This is a Request for Proposal (RFP) for Legal Services that Jackson Township, Franklin County, Ohio may use to assist in the management and enforcement of the Township's zoning code.

REQUEST FOR PROPOSAL FOR LEGAL SERVICES

FOR THE PERIOD

July 1, 2020 to December 31, 2021

INQUIRIES AND PROPOSALS SHOULD BE DIRECTED TO:

**Shane W. Farnsworth, Township Administrator
Jackson Township
3756 Hoover Road**

**Grove City, Ohio 43123
614-875-2742
zoning@jacksontwp.org**

I. GENERAL INFORMATION.

A. **Purpose.** This request for proposal (RFP) is to contract for legal services to be provided to Jackson Township for zoning regulation management and enforcement from July 1, 2020 through December 31, 2021.

B. **Who May Respond.** Only attorneys who are currently licensed to practice law in Ohio and maintain an office in Franklin County, Ohio, or law firms including such attorneys, may respond to this RFP.

C. **Instructions on Proposal Submission.**

1. **Closing Submission Date.** Proposals must be submitted or postmarked no later than 3:00 PM EST on June 5, 2020.

2. **Inquiries.** Inquiries concerning this RFP should be mailed to:
Shane Farnsworth, Township Administrator
Jackson Township
3756 Hoover Road
Grove City, Ohio 43123

Or e-mailed to: zoning@jacksontwp.org

3. **Conditions of Proposal.** All costs incurred in the preparation of a proposal responding to this RFP will be the responsibility of the Offeror and will not be reimbursed by Jackson Township.

4. **Instructions to Prospective Contractors.** Your proposal should be addressed as follows:

**Jackson Township Zoning Department
3756 Hoover Road
Grove City, Ohio 43123**

It is important that the Offeror's proposal be submitted in a sealed envelope clearly marked in the lower left-hand corner with the following information:

Request for Proposal June 5, 2020, 3:00 PM EST
SEALED PROPOSAL For Legal Services

Failure to do so may result in premature disclosure of your proposal. It is the responsibility of the Offeror to insure that the proposal is received by Jackson Township, by the date and time specified above. Late proposals will not be considered.

5. **Right to Reject.** Jackson Township reserves the right to reject any and all proposals received in response to this RFP. A contract for the accepted proposal will be drafted based upon the factors described in this RFP.
 6. **Small and/or Minority-Owned Businesses.** Efforts will be made by Jackson Township to utilize small businesses, women and/or minority owned businesses. Offeror qualifies as a small business firm if it meets the definition of "small business" as established by the Small Business Administration ([13 C.F.R. § 121.201](#)).
 7. **Notification of Award.** It is expected that a decision selecting the successful Attorney/Firm will be made within three (3) weeks of the closing date for the receipt of proposals. Upon conclusion of final negotiations with the successful Attorney/Firm, all Offerors submitting proposals in response to this Request for Proposal will be informed, in writing, of the name of the successful consultant. It is expected that the contract shall be in effect until December 31, 2021 with the option for renewal.
- D. **Description of Entity.** Jackson Township is a Political Jurisdiction in Franklin County, State of Ohio. Jackson Township is a political subdivision of the State of Ohio and has been determined to be exempt from state and local sales tax. Jackson Township is governed by a three member Board of Trustees which meet twice monthly. Administrative offices are located at 3756 Hoover Road Grove City, Ohio 43123. Other Township facilities are located throughout Grove City.

II. SCOPE OF SERVICES. The Offeror shall be readily available to perform the following legal services, as requested by the Executive Director and/or Board of Directors:

1. Provide legal advice on proposed zoning text changes
2. Advise on zoning violations
3. Process and submit zoning violations to the Franklin County Environmental Court
4. Represent Jackson Township on said zoning violation cases
5. Advise Township on agreed injunctions and entries
6. Attend Board of Directors and Zoning Commission meetings as necessary
7. Advise on responses to subpoenas, court orders, and requests for information from third parties
8. Defend lawsuits, administrative claims, or other legal claims
9. Conduct litigation as necessary
10. Other legal services as needed

Offeror shall be prepared to submit detailed billing statements for all services billed at an hourly rate, if any, broken down into time increments of no more than a quarter hour. Offeror shall also include summaries of work performed and time spent on services performed under the flat monthly fee, as discussed below.

III. PROPOSAL CONTENTS. The Offeror, in its proposal, shall, as a minimum, include the following;

A. Legal Experience. The Offeror should describe its legal experience, including the names, addresses, contact persons, and telephone numbers of at least three clients, preferably including clients similar to Jackson Township. Experience should include the following categories:

LIST EXPERIENCE DESIRED:

1. Experience advising local government organizations, specifically zoning boards.
2. Experience advising clients conducting similar programs and government services.

B. Organization, Size, Structure, and Areas of Practice. If the Offeror is a firm, it should describe its organization, size, structure, areas of practice, and office location(s). Indicate, if appropriate, if the firm is a small or minority/owned business. Also include copy of Equal Opportunity/Affirmative Action Policy, if the firm has one.

C. Attorney Qualifications. The Offeror should have experience in the following areas: Township zoning; public boards; real estate; litigation in Franklin County Environmental Court; and general business operations. The Offeror should describe the qualifications of attorneys to be assigned to the representation. Descriptions should include:

1. Professional and education background of each attorney.
 2. Overall supervision to be exercised.
 3. Prior experience of the individual attorneys with respect to the required experience listed above. Only include resumes of attorney likely to be assigned to the representation. Education, position in firm, years and types of experience, and continuing professional education will be considered.
- D. **Price.** The Offeror's proposed price should include information on the hourly billing rates of each attorney or other legal staff who is expected to work on this representation and charges for expenses, if any, such as legal research, copies, and faxes. Also include a monthly flat fee that would be charged to advise on routine matters that could be handled over the telephone or otherwise without extensive research or other legal work. Jackson Township reserves the right to negotiate with the Offeror on the structure of the billing and/or retainer fee.

IV. PROPOSAL EVALUATION

- A. **Submission of Proposals.** All proposals shall include one original.
- B. **Evaluation Procedure and Criteria.** Jackson Township's Administrator and appropriate staff will review proposals and make recommendations to the Board of Directors for final approval. The Administrator and/or Board of Directors may request a meeting with some qualified Offerors prior to final selection. Proposals will be reviewed in accordance with the following criteria:
1. Proposed approach to scope of work.
 2. Level of experience of the individual(s) identified to work on this matter.
 3. The Offeror's experience with similar clients and legal matters.
 4. Response from references.
 5. Cost.
 6. Interviews, if conducted.