

Town of Dewey-Humboldt RFQ for Town Attorney

The Town of Dewey-Humboldt is soliciting letters of interest and qualifications for the position of Town Attorney.

Notice is hereby given that The Town of Dewey-Humboldt, Yavapai County, State of Arizona, intends to establish a contract for Town Attorney Legal Services. For a complete copy of the RFQ please visit the Town's notices at <https://dhaz.gov>. Please direct inquiries and/or submittal of proposal to, Kelly Udall KellyUdall@dhaz.gov office 928-632-7362. The Town will accept letters of interest and qualifications until 6:00 p.m. on February 9, 2023.

I. Scope of Work

A. Organization of Legal Services

The successful Town Attorney Firm shall be retained by and report to the Town Council and will serve as the chief legal counsel for the Town of Dewey-Humboldt. The Town intends to contract with the successful Proposer to serve as a day-to-day point of contact for, and liaison between, the Town Manager, Town Staff and Town Council, as appropriate.

The Town of Dewey-Humboldt belongs to the Arizona Municipal Risk Retention Pool (AMRRP). The AMRRP represents the Town in general liability litigation.

The successful Proposer will be flexible in providing Town Attorney legal services, and the final organization and structure, including roles and responsibilities, for providing the full panoply of the Town's legal services will be the subject of discussion and refinement as part of the selection process and final contract resulting from this RFQ.

B. Specifications/Scope of Work

The Town Council seeks a Town Attorney who is service-oriented, actively involved in Town matters, creative in finding solutions and pro-active in assisting Town officials and staff. The Town prefers to have a single attorney regularly representing the Town but will consider all proposed structures. The primary responsibilities the Town will require of its Town Attorney shall include, but not be limited to, the following:

- Represent and provide legal advice and consultation on a daily basis, in coordination with the Town Council, Town Manager and Town Staff as requested or required. Contacts are usually made by email or telephone (but may when appropriate include text messaging), and same-day response is typically expected.
- Attend (either in person or via telephone) a monthly staff meeting led by the Town Manager (currently last Tuesday afternoon for one-hour), except in the case of unavailability due to illness or vacation.

- Attend the following regular meetings and provide review and advice on agenda packet materials and language, advise the public bodies on matters on the agenda, as well as procedural or substantive issues that arise during the meeting:
 - Two regular Town Council meetings per month on the first and third Tuesday of each month. The regular Town Council meetings begin at 6:30 p.m. and typically continue an average of 2.5 hours.
 - One Work Study Session regularly held on the second Tuesday of each month. May attend telephonically unless requested to attend in person.
 - Occasional attendance as requested for other Town appointed Commissions, or Committees (estimate 3-6 times per year).
 - The Town Attorney is responsible to prepare materials for Executive Sessions and other items for which the Town Attorney is responsible.
- Provide regular monthly reports to the Town Council, Town Manager on significant issues and developments since the previous report, such as the status of pending matters, new litigation, legislation, or judicial opinions that have potential impact to the Town, etc.
- Prepare, review and revise staff documents, including, but not limited to, initiation of memorandums concerning legal issues, contracts, agreements, ordinances, resolutions, land use decisions on appeal, and staff reports for the legal support of Town functions and duties. Review of routine items is generally expected to be completed within ten (10) business days of submittals; however, a shorter turnaround may be required to meet project deadlines, including but not limited to Council and/or Board and Commission meetings. For more complex items, a project schedule will be agreed upon between the parties, and the Town Attorney is expected to provide regular reports to the Town Council, Town Manager or the designated staff person on the status of completion and anticipated completion dates.
- Provide staff assistance, legal research and counseling related to the acquisition or sale of property, preparation of leases, deeds and easements, agreements, utility franchise agreements, operations governed by law, liability situations, and other matters as necessary requiring legal advice.
- Provide support for the Town's Municipal Code compliance program in coordination with the Town Building Official. Support shall include, but not be limited to, establishing necessary procedures and policies for code compliance, enforcing land use regulations that affect Dewey-Humboldt's quality of life, as well as addressing public nuisance violations negatively affecting neighborhoods.
- Interpret the Town's Municipal Code and assist in dealing with ordinance infractions, as necessary.
- Prepare amendments to the Town's Municipal Code to ensure alignment with State and Federal law and to reflect Town Council direction.
- Recommend policies and procedures that comply with the requirements of the law.

- Provide guidance concerning the requirements of the Arizona Open Meetings Act, public records laws, conflict of interest laws, due process and other legal requirements imposed by statute and common law.
- Represent the Town in litigation not covered by the Town's membership in the Arizona Municipal Risk Retention Pool. Provide quarterly litigation reports to the Town, including issues being handled by special counsel.
- Provide legal advice and assistance to operating departments, including compliance with Town procurement code and policy.
- Research and interpret laws, court decisions and other legal authorities in order to prepare legal opinions and to advise the Town Council and management staff on legal matters pertaining to Town operations.
- Represent the Town before other governmental bodies and agencies to promote the interests of the Town.
- Oversee coordination with special legal counsel and/or the Arizona Municipal Risk Retention Pool on all Town litigation as directed by the Town Council and/or Town Manager (subject to further discussion and refinement in resulting contract).
- Maintain legal files and store all pertinent documents on the Town's Abacus Law application, including but not limited to pleadings and orders in all litigation the Town Attorney is handling for the Town. Comply with Town Records Retention Schedule for all documents related to Town business.
- Perform other legal duties or special projects as may be required by the Town Council as may be necessary to complete the performance and functions mentioned above.
- Procure, oversee and coordinate Bond Counsel as needed (subject to further discussion and refinement in resulting contract).
- Provide a detailed monthly invoice including job titles of staff performing work and hours worked by task.