

EXHIBIT A
TOWN OF ST. JOSEPH

REQUEST FOR PROPOSALS AND QUALIFICATIONS
TOWN ATTORNEY SERVICES

The Town of St Joseph, St. Croix County, WI is requesting proposals from legal firms or private practice attorneys to provide contract legal services, prosecutorial services and labor relation services to the Town. The successful firm(s) must be able to provide a designated individual to serve as Town Attorney.

DESCRIPTION

The Town of St Joseph, hereafter referred to as the Town., desires to solicit proposals from firms who are interested in providing general contracted legal services, prosecutorial services and labor relation services. The successful applicant will provide the Town these services from May 1, 2021 – April 30, 2023 tentatively. Future contracts will depend on the firm's performance in the above stated period. Services may include, but will not be limited to those listed in Section B – Scope of Services.

A. ABOUT THE TOWN OF St Joseph

The Town has an estimated population of 4200 as of January 1, 2021. The form of government is a Town Board Chair, five-person Town Board, and a Clerk/Treasurer. Town services include general government, public works, parks and recreation. Ambulance services are provided by Lakeview EMS. Fire protection is provided by the Town of St Joseph Fire Department. The Town also contracts for other services such as property assessment, attorney, engineer, law enforcement and others. The Town has approximately 50 regular part-time employees.

Generally, the Town Board meets at 6:00 PM on the second Thursday of each month (more frequently as needed). The Plan Commission meets on the first Wednesday of each month as needed. The Public Works Committee meets the first Tuesday of each month. The Parks, Trails and Recreation Committee meets on the 3rd Tuesday of the month. The IT Committee meets the 4th Tuesday of each month. The Public Safety Committee meets every other month, the Finance Committee meets quarterly and the Zoning Board of Appeals and standing committee meetings are held as needed at other times during the month. Attendance is not required at these meetings but may be requested at various times throughout the year.

Please note the Town has its own zoning code ordinance, subdivision and road ordinance and assorted others.

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B. SCOPE OF SERVICES

The Town Attorney serves as chief legal advisor for the Town of St Joseph. The work may include but not be limited to the following:

- 1). Serve as the legal advisor to the Town Board Chair, Town Board and represent the Town in legal matters as required.
- 2). Function as legal advisor to the various Town committees, boards, commissions and staff meetings, when requested.
- 3). Draft or review resolutions, bonds, contracts, development agreements, ordinances (as well as enforce them), and other instruments as may be required by Town officials.
- 4). Represent the Town as needed concerning court actions, handling matters on the Town's behalf before State administrative commissions, preparation of pleadings and briefs, trial of court cases, preparation of oral or written legal opinions, and handle real estate transactions brought before the Town.
- 5). Conduct other legal matters as determined by the Town (may include labor/personnel, TIF, economic development, zoning, land use, real estate, etc.).
- 6). Assist Town in enforcement of its subdivision ordinance and with administration of its zoning ordinance.
- 7). Prosecute local ordinance cases before circuit court including the conducting of pre-trial conferences as necessary, as well as any jury trials and handle appeals from such decisions.
- 8). Answer correspondence and telephone inquiries regarding any court matters, including inquiries from Town personnel, defendants, victims, and witnesses.
- 9). Review and assist with the administration of grants.
- 10). Represent the Town as needed concerning any other actions and/or suits brought before the Town when there is no insurance coverage by private carriers or when appointed to do so by the Town's insurer.
- 11). Possess adequate knowledge of Wisconsin public records law necessary to render advisement on release of records issues.
- 12). Possess knowledge of State and Federal constitutional requirements as they relate to planning and zoning.

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- 13). Understand and have knowledge about local government Municipal Code as it relates to planning and zoning, and all up-to-date legislation regarding land-use law.
- 14). Knowledge in areas of developing planning ordinances, code enforcement, cooperative boundary agreements, and agreements between municipalities and private developers.
- 15). Negotiate, draft and enforce developer's agreements.
- 16). Negotiate, draft and enforce conservation easements.
- 17). Additional duties may include: legal review of offers to purchase property or easements, knowledge on Public Service Commission, the Federal Regulatory Commission, and the DNR.
- 18). Possess a working knowledge of right-of-way and easement issues, municipal bidding and contracts, subdivision ordinances, assessments, impact fees, drainage and water law, and condemnation process.
- 19). Interpret statutes.
- 20). Advise Town officials as needed about changing laws and other legal matters that may be of interest and/or concern to the Town.
- 21). Provide the Town Chair, and Town Board with guidance as to Robert's Rules of Order and related procedural matters at Town Board meetings when in attendance.
- 22). The Town reserves the right to employ any legal counsel when there is a conflict of interest or if an attorney with special expertise in a given area is needed. A determination as to when this should occur shall be at the sole discretion of the Town Board.

Effective and timely verbal and written communication skills are required, since information must be readily understood by elected and appointed officials, staff, and the public.

C. REQUIREMENTS/EXPECTATIONS

The Town Attorney is expected to assist the Town's Clerk/Treasurer, Town Chair, Town Board and others when necessary.

The Town Attorney will be expected to understand and interpret the Town's ordinances and zoning code, work with other Town staff and the Town Board to maintain compliance.

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D. QUALIFICATIONS

The Town of St Joseph expects that, at a minimum, the firm must meet and demonstrate the following requirements:

- 1) Be licensed to provide legal services in the State of Wisconsin
- 2) Effectively demonstrate experience with municipal law of similar size and scope of services being requested.
- 3) Assign the Town a WI licensed attorney who has a minimum of three years of municipal representation.
- 4) Demonstrate experience with TIF districts and economic development.

E. RESPONSE CONTENTS

At a minimum, the proposal should include the following information:

- 1) Profile and history of yourself and/or your firm including attorneys in the firm and a list of the principals. Indicate the attorney who will be responsible for work with the Town.
- 2) A listing of all current municipal government clients including the name and telephone number of the client contact.
- 3) Current fee schedule. Indicate whether the fee schedule varies for different types of legal work by attorneys or legal assistants.
- 4) The Town seeks a three-year agreement with the selected firm(s) and proposals should reflect a three-year service contract quote with the ability to terminate upon 90 days written notice given by the Town Board or the Town Attorney.

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F. SELECTION PROCESS

Proposals will be reviewed by town staff and the Town Board. The selection is subject to the following criteria:

- A. Qualifications and experience of the attorney and/or firm in working with municipal governments.
- B. Experience and availability of staff assigned to serve the Town.
- C. Scope and cost of services
- D. Interviews.
- E. References.

An oral interview process will consist of each firm responding to questions from the Town Board. Fee schedules will also be evaluated. The Town Board will rank the firms based on points awarded by staff review and from oral interviews. The Town Board will have final approval of appointment of a law firm. Appointment may occur when a negotiated contract has been tentatively agreed upon by both parties.

E. CONTRACT

The municipal legal services agreement will be in the format that is agreed upon between the Town Board and the selected firm. Tentatively, the agreement will be from May 1, 2021 to April 30, 2022 and may later be extended by approval of the Town Board.

The Town Board will require that the transfer of files between our current attorney and the new firm we extend a contract to take place between April 15 and April 30, 2021.

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F. SUBMISSION/TERMS AND CONDITIONS

1). The Town reserves the right to reject any and all responses, to waive informalities, and has the right, at its sole discretion, to accept the submittal it considers most favorable to the Town's interest.

2). The Town reserves the right to request clarification of the information submitted and to request additional information of one or more applicants.

3). All costs associated with the preparation of a submission in response to this request shall be the responsibility of the attorney/firm submitting.

4). One hard copy and one electronic copy (PDF format via e-mail or flash drive) of the attorney's/firm's proposal must be submitted.

5). Submittals must be signed by the proposing attorney or a qualified representative of the proposing firm. All submittals shall become the property of the Town. No public opening of proposals will be held.

Submit proposals on or before 4:30 PM on Thursday, February 11, 2021 to:

Town of St Joseph
ATTN: Annie Coyle, Clerk-Treasurer
1337 County Rd V
Hudson, WI 54016

Or by email to:

clerk@townofstjoseph.com

The oral interview process will be conducted within 30 days of receipt of proposals.

St Joseph Town Hall Contact Phone Number: 715 549-6235.

Town of St Joseph website: www.townofstjoseph.com