



City of Kenmore

Request for Statement of Qualifications for City Attorney Services

I. INTRODUCTION

The City is soliciting the interest of qualified professional law firms or individuals to provide a full range of municipal legal services serving as the City's legal counsel on a part-time contractual basis. The City of Kenmore was incorporated in 1998 and operates under the laws applicable to a code city as per the provisions of RCW Title 35A with a Council-Manager form of government.

II. COMMUNITY PROFILE

The City: Kenmore, Washington, is located in northern King County, at the north edge of Lake Washington. It is bordered by the City of Lake Forest Park to the West, Snohomish County to the north, Bothell to the east and, Lake Washington and unincorporated King County to the South.

Kenmore's current policy is to be a "contract city", contracting with King County, other public agencies and private companies for many Kenmore services, Police, Public Works, Parks Maintenance, and Animal Control. Water and sewer services are provided by Northshore Utility District, and Fire is provided by Northshore Fire Department.

Kenmore is a residential community. It has a population of 19,170, according to the Washington State Office of Financial Management 2004 estimate. Commercial development is concentrated along SR-522, a major arterial that bisects the City. The City of Kenmore has developed a community vision and Comprehensive Plan. The Comprehensive Plan, adopted in 2001, emphasizes protection of residential areas, with development of a pedestrian oriented mixed-use downtown. Additional work was completed in the Downtown Plan, and Parks Plan, both adopted in April 2003.

The City of Kenmore was incorporated on August 31, 1998 and operates under the laws of the state of Washington applicable to an optional municipal code city. The City is responsible for public works, public safety, land use, and administrative services. Many services are provided through contracts with public or private agencies. City residents are provided water, sewer, and fire services from a special purpose district that provides its own utility billing services. The City anticipates future growth and potential annexations which may increase its population to 31,000 by 2020.

The City's current financial position is strong, due to adequate cash reserves, comprehensive fiscal policies, and clean audit reports. However, Kenmore will face some challenges in the future due to possible General Fund revenue reductions. The General Fund is largely supported by property taxes, which comprise over 41% of the annual operating revenues. The other major revenues are retail sales and use taxes, utility taxes and community



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development fees. The major expenditures include these contracts: King County Sheriff's Office for police services, the City of Lake Forest Park for street and parks maintenance, and King County for street overlays and other street program services. City staff is comprised of only seventeen full-time positions that manage these contracts while simultaneously providing daily services. There are current large capital projects being designed for construction over the next three years that will be challenges for City staff to implement.

III. SCOPE OF SERVICES

The scope of services requires attendance at two City Council meetings per month and other City meetings as needed. Additionally routine office hours at City Hall once every two weeks would be desirable, to be available to meet with staff. The City's counsel is expected to conduct research, provide recommendations, and legal opinions as well as consult with staff or officials of the City, as requested by the City Manager. Preparation and review of contracts, ordinances, policies and other municipal matters will also be required.

Other services may include code enforcement and litigation wherein the City, or one of its officials, is a party; acquisition of real property interests; and other municipal legal services such as local improvement districts and bond issues, as directed by the City Manager.

It is anticipated that the period of contract will be one year, with annual renewals. The City retains the right to solicit other proposals for legal services every twelve months, or as needed for a specific project after the initial contract period or if legal service needs change substantially.

V. SELECTION PROCESS

Step I – Submittal Criteria: The Selection Committee will review all proposals and may invite the most qualified firms to an interview. In reviewing and evaluating the submitted proposals and interviews, the Selection Committee will use the following criteria:

1. Understanding of municipal government issues and municipal law, availability, references, and billing rates of person serving as the City's contracted attorney.
2. Familiarity with Washington State Land Use Law including, but not limited to GMA, SMA & SEPA.
3. Proposed fee structure – Propose a compensation package, inclusive of all service costs. The City is open to a variety of approaches, including hourly rates or a flat, monthly rate with add-ons. The City will select the finalists by considering the proposed compensation as a "best and final offer," although the City reserves the right to negotiate terms as needed to improve elements of the proposal to best meet the needs of the City, including costs.



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4. Qualifications of the key staff that will be assigned to the City. (Indicate their assigned role, amount of time available, past relevant experience and resume, etc. Include a rate schedule for all assigned staff. Please address experience in municipal government legal services.)
5. Names of references, including contact person and telephone numbers of organizations for which the firm has provided similar services.
6. Number of copies: 9

Step II – Consultant Selection: Submittals will be narrowed to a short list that may be asked to participate in interviews. The City will review and evaluate each statement of qualifications on the basis of:

1. Demonstrated understanding of municipal government issues & law
2. Proposed fee structure
3. Qualifications of assigned counsel & other staffing resources
4. Availability of assigned counsel to attend meetings and otherwise serve Kenmore
5. Results of references

The City reserves the right to modify the selection criteria.

Step III – Consultant Fee and Contract: Upon selection of the firm, the fee and contract will be negotiated with the City Manager and ratified by the City Council.

VI. TERMS AND CONDITIONS

Not all proposers may be interviewed. The proposers shall be responsible for the accuracy of the information supplied. The City of Kenmore reserves the right to reject any and all proposals, to issue one or more agreement(s) for the intended scope of services, to waive minor irregularities, to issue additional RFQs, to retain existing counsel, and to either substantially modify or abandon the selection process prior to any award of a contract.

The City reserves the right to negotiate all elements which comprise the apparent successful proposal to ensure that the best possible consideration is afforded to all concerned. Nothing contained herein shall require the City of Kenmore to award a contract and the City of Kenmore reserves the right to determine its own selection criteria in the award of the final agreement. The contract resulting from acceptance of a proposal by the City shall be in a form supplied or approved by the City, and shall at a minimum reflect the specifications in the RFQ. The City reserves the right to reject any proposed agreement or contract that does not conform to the specifications contained in this RFQ, and which is not approved by the City Council. The City shall not be responsible for any costs incurred by the firm in preparing, submitting, or presenting its response to the RFQ.



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VII. SCHEDULE OF PROPOSAL PROCESSES

The City will make every effort to follow this timetable; however, we reserve the right to modify the proposal process and dates as necessary.

Distribution of RFQ	October 1, 2004
Deadline for Submittal of Qualifications	October 25, 2004
Possible Finalist interviews	To be determined
Firm selected	To be determined

VIII. SUBMISSION DEADLINE

Nine (9) copies of the response materials shall be submitted on or before 5:00 PM on **October 25, 2004** to:

Lynn Batchelor, City Clerk
lbatchelor@ci.kenmore.wa.us

City of Kenmore
PO Box 82607
6700 NE 181st Street
Kenmore, WA 98028
(425) 398-8900

Questions concerning this request should be submitted in writing to Carter Hawley, Assistant City Manager, and received by 5:00 p.m. October 8, at the address above. E-mail questions will be accepted, at chawley@ci.kenmore.wa.us.

Late submissions, faxes, or telephone proposals will not be accepted. Digital proposals may be submitted via e-mail, but the City assumes no responsibility for formatting or transmission errors.

Proposals should be prepared simply, providing a straight forward, concise description of provider capabilities to satisfy the requirements of the request. Emphasis should be on completeness and clarity of content. Items such as special bindings, color displays, glossy finishes, and promotional materials are not desired. Submittals should be limited to a total of 25 pages.