



Request for Proposals
Village Attorney—Prosecutorial Duties

Proposal Due Date: Friday, September 25, 2020

The Village of Fontana-on-Geneva Lake invites attorneys qualified to practice law in the State of Wisconsin, to submit a proposal to the provide legal services for the Village.

There is no expressed or implied obligation for the Village of Fontana-on-Geneva Lake to reimburse responding firms for any expenses incurred in preparing proposals in response to this request.

Proposals may be mailed, faxed, e-mailed, or hand-delivered to the Village of Fontana-on-Geneva Lake Administrator:

Village of Fontana-on-Geneva Lake
Theresa Loomer
175 Valley View Dr
PO Box 200
Fontana WI 53125
Email: administrator@villageoffontana.com
Fax: 262-275-8088

In the event you are mailing or hand-delivering, please provide twelve (12) copies.

During the evaluation process, The Village of Fontana-on-Geneva Lake reserves the right to reject any or all proposals, waive technicalities or irregularities, and to accept any proposal if such action is believed to be in the best interest of the Village. The Village of Fontana-on-Geneva Lake also reserves the right to request additional information or clarifications from proposers, or to allow corrections of errors or omissions. At the discretion of the Finance Committee, firms submitting proposals may be requested to make oral presentations as part of the evaluation process.

The Village of Fontana-on-Geneva Lake reserves the right to retain all proposals submitted and to use any ideas in a proposal regardless of whether that proposal is

selected. Submission of a proposal indicates acceptance by the firm of the conditions contained in this request for proposals, unless clearly and specifically noted in the proposal submitted and confirmed in the contract between the Village of Fontana-on-Geneva Lake and the firm selected.

RFP Overview

For additional information about the Village of Fontana, visit www.villageoffontana.com

The Village of Fontana-on-Geneva Lake is located on the western edge of Geneva Lake in Walworth County. With a year-round population of about 1,900 residents, Fontana offers the peace and serenity of small town life, but with easy accessibility from the Milwaukee, Chicago, and Rockford areas, it is a week-end destination for another 5,000 to 8,000 property owners and guests at any given time. Geneva Lake and the surrounding area offers a wide variety of services and recreational opportunities.

Services to be Provided

- Prosecute local ordinance violations before the municipal court and circuit court as necessary.

Contract Term and Subcontracting

A three-year contract is contemplated, subject to an annual review, the satisfactory negotiation of terms (including a price acceptable to both the Village of Fontana-on-Geneva Lake and the selected firm), in concurrence of the Village Board of Trustees and the annual availability of an appropriation.

If firms are considering subcontracting portions of the engagement to other firms the name of the proposed firms, must be clearly identified in the proposal. Following the award of the attorney contract, no additional subcontracting will be allowed without the express prior written consent of the Village of Fontana.

Exclusion

The Village 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 Village Board of Trustees.

Insurance

Bidder shall maintain full insurance coverage to protect and hold harmless the Village of Fontana. An insurance certificate from the carrier attesting to coverage and naming the Village of Fontana as third-party insured shall be provided to the Village prior to commencement of work. Coverage must include Worker's Compensation and General Liability. Bidder agrees to carry proper and sufficient insurance to cover loss of records withdrawn from the Village of Fontana by the bidder for its use as well as records created under this agreement.

Timeframe

The following is a list of key dates up to and including the date proposals are due to be submitted:

RFP Issued:	Friday, August 28, 2020
Due Date for Proposals:	Friday, September 25, 2020
Selected Firm Notified:	Tuesday, December 8, 2020
Contract Date:	January 1, 2021

Response

Firm Experience and Reference List:

- Profile and history yourself and/or your firm including attorneys in the firm and a list of principals. Indicate the attorney(s) who will be responsible for the work within the Village.
- Describe the general experience of the firm.
- Statement of affirmation that staffing is licensed in Wisconsin
- Identify other Municipal Clients
- Would the firm be interested in working for a flat retainer fee or a combination retainer/hourly arrangement? If so, describe the parameters and charges.

Proposed Fee Structure**References**

Evaluation and Selection

Evaluation Process

The Village reserves the right to award the contract to the proposal that best meets the needs and interest of the Village. The following steps are anticipated:

- Receipt and review RFP
- Initial reference and information review
- Finance Committee recommendations to Village Board
- Village Board confirmation