

ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: October 10, 2022
Item No.: 7.e

Department Approval



City Manager Approval



Item Description: Appoint City Council Members to Panel for City Attorney Interviews

BACKGROUND

City policy requires a competitive selection process every three years for professional services with the option for Council to renew the contract by vote. The last time the city issued a Request for Proposals (RFP) for legal services was in 2012. Since that time, the City Council has renewed the contract for both civil and prosecution services a number of times. Most recently, in 2021, the City Council extended the contract for one year and the contract for both civil and prosecution legal services is set to expire 12/31/2022. Staff has released an RFP for legal services for the period beginning January 1, 2023.

Although MN Statute 412.651, Subd. 3 states the City Manager shall appoint the City Attorney, the appointment is subject to the approval of City Council. Additionally, city policy requires the City Council be represented in the interviews and evaluation of candidate firms for Civil Attorney services, including the determination of evaluation criteria.

Listed below are suggested breakdowns of various criteria used to evaluate proposals.

Criteria	Weight
Fees	30%
Background / Qualifications	20%
Firm Profile / Capability	15%
Commitment to Equity	10%
Interviews	25%
Total	100%

POLICY OBJECTIVE

The City of Roseville has determined that it is good public policy to utilize a method of selecting and retaining professional services in order to:

1. Ensure Citywide consistency in the process of selecting and retaining professional services.
2. Ensure public confidence in process integrity by providing maximum transparency and avoiding long-term relationships that are insulated from the economic market forces of open competition.

- 25 3. Ensure that the City obtains the best overall value for its investment when retaining
26 professional services.
27 4. Ensure a regular, consistent fiscal review of professional services.
28

29 **BUDGET IMPLICATIONS**

30 Although there will be budgetary impacts upon the selection of a city attorney, this request does not
31 have any fiscal impacts.

32 **STAFF RECOMMENDATION**

33 Select City Council member to sit on the interview panel tentatively set for November 3, 2022 and
34 provide feedback regarding evaluation criteria.

35 **REQUESTED COUNCIL ACTION**

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