


ROSEVILLE REQUEST FOR COUNCIL ACTION

Date: November 28, 2022
Item No.: 7.h

Department Approval



City Manager Approval



Item Description: Award Contract for City Attorney to Provide Civil and Prosecution Legal Services

BACKGROUND

The City of Roseville issued request for proposals (RFP) in October, 2022 for both civil and prosecution legal services. Given the distinct nature of the work between civil municipal legal services and prosecution services, the city issued separate RFPs for each service.

Three proposals were submitted for the civil legal services and two submitted for Prosecution services.

Proposals Received - Civil	Proposals Received – Prosecution
Eckberg Lammers	Eckberg Lammers
Erickson, Bell, Beckman & Quinn	Erickson, Bell, Beckman & Quinn
Kennedy & Graven	

An evaluation team comprised of the City Manager and Department Heads evaluated each proposal. Interviews with each firm were then conducted and the interview panel for civil legal services included representatives from City Council. Proposals were weighted based on the criteria outlined in the RFP and listed below.

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

Pursuant to Minnesota Statutes 412.651, Subd. 3, the City Manager shall appoint the City Attorney(s). The appointment is subject to the approval of the Council.

The evaluation team considered a variety of factors including:

- Experience and practice in the field of municipal law
- Expertise in specialty areas such as labor relations, land use, and other areas
- Ability to handle workload
- Cost (Costs were also broken down by monthly retainer, and included those items not covered under a retainer).
- Firm's response to equity considerations
- Communication and response time

Based on these factors, the evaluation team is recommending the appointment of Kennedy & Graven to serve as City Attorney for civil legal services. Although all firms provided responses that met the requirements of the RFP, Kennedy & Graven's demonstrated knowledge, depth of experience in specialty areas of law, the firm's strong reputation, as well as their cost proposal led to their selection as the top firm.

A similar process was undertaken for the prosecution legal services RFP proposals that were submitted. Based on the evaluation criteria and interviews, the evaluation team is recommending Erickson, Bell, Beckman & Quinn as the top firm for prosecution services. They have a depth of experience in Ramsey County prosecuting cases, including serving as the city's prosecuting attorney for many years. They have been responsive and provided good service, and represented the city on many cases. In addition to the quality service they provide, the evaluation team was also cognizant of cost.

BUDGET IMPLICATIONS

Kennedy & Graven proposed monthly retainer for municipal civil legal services is \$16,000 for 2023.

Erickson, Bell, Beckman & Quinn proposed monthly retainer for prosecution legal services is \$14,239 for 2023.

STAFF RECOMMENDATION

Based on the evaluation criteria and interview process, the City Manager is seeking to appoint Kennedy & Graven to serve as City Attorney for civil municipal legal services.

Based on the evaluation criteria and interview process, the City Manager is seeking to appoint Erickson, Bell, Beckman & Quinn to serve as City Attorney for prosecution legal services.

REQUESTED COUNCIL ACTION

By motion, approve the City Manager's appointment of Kennedy & Graven as the City of Roseville City Attorney for civil legal services and authorize the City Manager to enter into a contract.

By motion, approve the City Manager's appointment of Erickson, Bell, Beckman & Quinn as the City of Roseville City Attorney for prosecution services and authorize the City Manager to enter into a contract.

Prepared by: Rebecca Olson, Assistant City Manager