

CCE CENTRAL DISPATCH AUTHORITY NOTICE OF REQUESTS FOR PROPOSAL JULY 2021



CCE Central Dispatch Authority seeks proposals from qualified firms, on a competitive basis, to provide certain legal services on an ongoing basis for the Authority. Qualified firms may secure a copy of the bid specifications from:

Pamela A Woodbury, Executive Director
CCE Central Dispatch Authority
1694 US 131 HWY
Petoskey, MI 49770
(231) 347-3911

The proposal will request an ongoing engagement period and proposals received on or before 4:00 p.m. on August 12, 2021 will be considered. CCE Central Dispatch Authority reserves the right to reject any or all proposals, to negotiate separately with any source whatsoever in any manner necessary to attend to the best interests of the Authority, to waive irregularities in any proposal and to accept a proposal which best meets the needs of the Authority, irrespective of the bid price.

CCE CENTRAL DISPATCH AUTHORITY REQUEST FOR PROPOSAL JULY 2021

LEGAL SERVICES

I. INTRODUCTION

The purpose of this Request for Proposals (RFP) is to provide interested and qualified firms with sufficient information to enable them to prepare and submit proposals for consideration by the CCE Central Dispatch Authority as part of its procurement of legal services.

The Authority desires to conduct governmental business within the bounds of federal, state and local law as defined by various statutes and also as defined by court interpretation of the statutes. CCE Central Dispatch Authority may contract with other law firms for other services and the firm must be willing to cooperate with other attorneys.

- A. Bid Submittal and Project Representative. Proposals received on or before 4:00 p.m. on Tuesday, August 12, 2021 will be considered. Firm must submit 4 copies of the proposal. Requests for information or interpretation of the intent of the RFP and any/all other inquiries must be addressed to:

Pamela A Woodbury, Executive Director
CCE Central Dispatch Authority
1694 US 131 HWY
Petoskey, MI 49770
(231) 347-3911

Proposals must be signed by an official authorized to bind the firm to its provisions. The proposal must remain valid for at least one hundred twenty (120) days. CCE Central Dispatch Authority is not liable for any cost incurred by the firm in preparation of its response to this RFP.

- B. Right of Refusal. CCE Central Dispatch Authority reserves the right to reject any or all proposals, to negotiate separately with any source whatsoever in any manner necessary to attend to the best interests of the Authority, to waive irregularities in any proposal and to accept a proposal which best meets the needs of the Authority, irrespective of the bid price.
- C. Disclosure of Proposals. Proposals are subject to disclosure under the Michigan Freedom of Information Act (ACT 442, P.A. 1976, as amended, being MCL 15.231 through 15.246).
- D. Independent Price Determination. By submitting a proposal, you certify, and in the case of a joint proposal, each party certifies as to its own organization, that in connection with this proposal:

1. The prices in its proposal have been determined independently without consultation, communication, or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other proposing party or with any other competitor.
2. Unless otherwise required by law, the prices which have been quoted in the proposal have not been knowingly disclosed by the proposing party and will not be knowingly disclosed to any competitor.
3. No attempt has been made or will be made by the proposing party to induce any other person or firm to submit or not submit a proposal for the purpose of restricting competition.

E. Pricing Decisions. Each person signing the proposal certifies that:

1. (S)he is the person within the organization responsible for the decision as to prices being offered in the proposal or their representative, and that (s)he has not participated, and will not participate, in any action contrary to I.D.1, 2 and 3, above.

F. Insurance Requirements. The successful firm will be required to provide and maintain public and professional liability of not less than \$1,000,000, property damage, and worker's compensation insurance protecting, as they may appear, the interests of all parties to any agreement that may result from this RFP. The firm is responsible for insuring the protection of all persons and property at all times. Documentation of the above insurance must be provided by the successful bidder prior to contract execution. CCE Central Dispatch Authority must be included as a separate named insured.

The firm will be required to furnish appropriate certificates of insurance prior to commencement of any work undertaken on behalf of the Authority.

The effective dates and expiration dates of all policies should coincide with the term of the contract. If any of the insurance expires during the contract period, it will be necessary for a current certificate of insurance to be issued and filed with the Authority Administrator.

Minimum insurance requirements are as follows:

1. Worker's Compensation and Employers' Liability if the selected firm hires one or more persons or currently has employees. If the selected firm does not have any employees, an affidavit must be filed with the Authority Office Manager stating that the firm has no employees and will not hire any while working for CCE Central Dispatch Authority as a vendor or a subcontractor, etc. In addition, a Certificate of Assumed Name must be filed with the Authority Office Manager.

Failure to comply with these insurance requirements may result in contract termination or delay in receipt of funds. The firm will be required to secure any/all necessary certificates and permits from municipal or other public authorities and comply with all licensing requirements and all federal, state and municipal laws, ordinances and regulations.

- G. Authority Liability. Elected and/or appointed officials, officers, agents and employees of CCE Central Dispatch Authority will not, in any manner, be liable for any loss or damage to any person or property connected to or resulting from any work done on behalf of the Authority. In addition, the selected firm agrees to indemnify, defend and save harmless, the Authority, its officers, agents and employees from any and all claims and losses accruing or resulting from the negligent performance of work as described in any agreement that results from the RFP. These same standards will apply to subcontractors of the selected firm. The Authority will be relieved from all risks of loss or to equipment or personnel during this engagement, except when such loss or damage is due to the fault or negligence of the Authority.
- H. Authority Expectations. The Authority expects that attorney will attend regular business and special meetings of the Authority, when requested.
- I. Independent Contractor. The Firm will act as an independent contractor and neither the contractor nor any employee or agent of the contractor is an employee of CCE Central Dispatch Authority due to the acceptance of a proposal or any subsequent contract. The contractor will provide the services and achieve the results specified by the Authority free from the direction or control of the Authority as to means and methods of performance.

II. **SPECIFICATIONS**

- A. With regard to legal services sought by the Authority, qualified firms are requested to address the following in response to this RFP. Additional information may be provided at the discretion of the respondent. Selection of a firm to provide legal services will be based upon evaluation by the Authority of the criteria listed below.
1. Law firm philosophy. Please provide a brief narrative describing the philosophy of the firm. In your discussion, please include information related to the number of attorneys on staff, a description of any specialized areas of practice, and your anticipated response time to questions and other requests for assistance.
 2. Law firm experience. Please provide information relative to the number of years your firm has been in business. Please provide resumes of your key personnel to be assigned to CCE Central Dispatch Authority.
 3. Municipal law experience during the last three years. Include an explanation of work for other municipal clients, especially 911 Centers, including experience in the following areas of law:
 - a. Contracts
 - d. Municipal law
 - c. Public Act 32 of 1986 and its amendments
 - f. Open Meetings Act
 - g. Freedom of Information Act
 - k. Human Resources
 4. Client support. In this section, firms are asked to discuss their approach to providing service to public sector clients. Supplemental discussion relative to methods of gathering information on current decisions will be helpful. Prospective firms are asked to demonstrate an ability to provide legal opinions

on short notice. Include the number of attorneys to be assigned to the Authority in your discussion.

5. Fees. Please provide a quote for each of the following fee arrangements:
 - a. A fixed fee schedule all inclusive, regardless of usage.
 - b. An hourly breakdown of cost for attorneys, paralegals, reimbursable expenses and mileage. Any other fee arrangement may be presented as alternative options in addition to the required options. A monthly billing cycle will be required.
 6. Term of Fee Arrangement. Please provide a quote for Four (4) years.
- B. The successful bidder may be required to sign a Memorandum of Agreement (MOA). The proposal as mutually modified, amended or supplemented shall become a binding obligation. Failure of the successful bidder to accept these obligations may result in cancellation of any award. The MOA may include a cancellation provision by either party with notice.
- C. Questions that arise as a result of this RFP must be submitted in writing to the Authority Administrator.
- D. In the event it becomes necessary to revise any part of this RFP, the information will be provided to all firms who receive the RFP.
- E. The Authority may require an oral presentation with some or all firms who submit a proposal. These meetings provide an opportunity for Authority representatives to ask questions and for selected firms to clarify their proposals. The Authority Administrator will schedule these presentations if the Board decides to hold a meeting for this purpose.