

Request for Proposal

Legal Services for Canton Township

Release Date: 11/18/2021

Response Deadline: 12/3/2021 at 3:00PM



4711 Central Ave. SE
Canton, OH 44707
www.cantontwp-oh.gov

I. Overview.

- This Request for Proposal is to contract for legal services from an attorney licensed in the State of Ohio to perform the duties of additional legal counsel. Individuals responding to this request should have extensive experience, a knowledgeable background, and qualifications in the area of political subdivision law.
- The contract will be for a period of 3 years, beginning January 1, 2022.
- The position of legal counsel is an independent contractor and not a Canton Township employee.

II. Instructions to Submit Proposals.

- All inquiries related to this request are to be directed to Board President, Chris Nichols at c.nichols@cantontwp-oh.gov or 330.324.7190. All questions related to this Request for Proposal should be submitted by 12:00PM on December 1, 2021.
- Respondents interested in being considered for a contract to provide legal services should submit a proposal **no later than 3:00PM on December 3, 2021**. Proposals submitted by USPS or other delivery service must be received by Canton Township before the deadline above.
- Proposals shall be in hard copy format, sealed and delivered or mailed to Board President, Chris Nichols c/o Canton Township Board of Trustees 4711 Central Ave SE Canton, OH 44707.
- The proposal shall address the submission requirements.
- Canton Township reserves the right to reject any and all proposals received, waive or not waive any irregularities therein, and to accept the proposal deemed to be in the best interest of Canton Township.
- All costs incurred in the preparation of the proposal will be the responsibility of the Respondent and will not be reimbursed by Canton Township.

III. Minimum Requirements & Experience.

- Licensed to practice law, in good standing, in the State of Ohio, and eligible to appear before all state courts in Ohio and the United States District Court for the Northern District of Ohio.
- Minimum of five (5) years of experience in the general representation of political subdivisions.
- High degree of demonstrated knowledge, experience, and the ability with the following:
 - The operations of local governmental units in Ohio.
 - General litigation and representation of the Township in litigation.
 - Reviewing and drafting of contracts and resolutions.
 - Acquisition of real estate.
 - Township land use law.
 - Employment law.
 - Proficiency with Microsoft Office products, internet, Westlaw, and other legal research resources.
 - Professional liability insurance.

IV. Scope of Services.

The services to be performed shall include, but not be limited to the following:

- Provide legal advice as requested or required to the Township Trustees, Fiscal Officer and any other official Township Boards and Commissions.
- Attend at least 1 (one) regular board of trustee meeting per month, and when requested by the Township Trustees, on an as-needed basis, attend special meetings and committee meetings. Regular meetings are currently held on alternating Tuesday evenings at 6:30PM. The Board reserves the right to change the Regular Meeting schedule, subject to the required legal public notifications.
- Represent the Township in judicial and administrative proceedings in which it or any of its officers or agencies may be a party or have an interest.
- Draft, review, and/or revise documents when directed, including but not limited to contracts, resolutions, legal documents, licenses, easement agreements, Township policies, notices, open records advice and responses, leases, and deeds.
- Prepare correspondence and other legal documents on behalf of the Township as directed.
- Make recommendations for updating Township resolutions, and policies and practices
- Render opinions orally and/or in writing, as the need requires, upon any question of law with respect to the administration of Township affairs.
- Research and interpret laws, court decisions and other authorities for preparing legal opinions and to advise the Township accordingly.
- Represent the Township in intergovernmental projects
- Provide guidance and legal advice on Ohio Open Meetings Law.
- Perform other duties as directed by the Township Trustees

V. Contents of Proposal.

In addition to demonstrating an ability to meet all minimum qualifications above, the attorney or firm must also include and address the following:

- The name and resume of the person or firm who will serve as Legal Counsel.
- A statement of interest identifying why the individual or firm is interested in the position, and why the individual or firm believes he/she or the firm is qualified to perform the duties as outlined.
- A list of past and current public sector clients. This list should identify public sector clients that were represented within the past five years.
- A statement describing any existing or potential conflicts of interest that might affect the individual's or firm's ability to represent the Township.
- At least three professional references that the Township may contact in order to validate the respondent's experience, trustworthiness and high ethical standards.
- Respondent shall submit its fee proposal for all its services (annual rate or per diem). Itemize the fee, as practical, in dollars and percentage.

VI. Selection Process.

- The Canton Township Trustees will evaluate the proposals. In addition to the materials provided in the written proposals to this request, the Township Trustees may request additional material(s), information, or references from the Respondent or from others.
- The Canton Township Trustees may, at their discretion, choose to interview any or all Respondents.
- Canton Township reserves the right to award the contract to the Respondent in which the Township deems to offer the best overall proposal.