

Geary County Commission – Geary County, Kansas

REQUEST FOR PROPOSAL

COUNTY COUNSELOR

INQUIRIES AND PROPOSALS SHOULD BE DIRECTED TO:

Board of County Commissioners (BOCC), Geary County  
200 E 8<sup>th</sup> Street  
Junction City KS 66441

I. GENERAL INFORMATION

- A. Purpose – This request for proposal (RFP) is to contract for County Counselor/legal services to be provided for Geary County.
- B. Who May Respond – Qualified Offerors shall hold a juris doctorate from an accredited college or university. Preference shall be shown to Offerors that are a member of the Kansas Bar Association and maintain an office in the state of Kansas.
- C. Instructions on Proposal Submission:
  - 1. Closing: Proposals must be received no later than 12:00 p.m. (noon), Friday, July 16, 2021.
  - 2. Inquiries: Inquiries concerning this RFP should be directed to Steve Opat, County Counselor, Pennell Office Building, Suite D, 801 N Washington St., Junction City, KS 66441, or (785) 762-4075, or e-mailed to [sopat@nqks.com](mailto:sopat@nqks.com).
  - 3. Conditions of Proposal: All costs incurred in the preparation of a proposal responding to this RFP will be the responsibility of the Offeror and will not be reimbursed by the County.
  - 4. Instructions to Prospective Contractors:

Your proposal should be addressed as follows:

Geary County Board of County Commissioners (BOCC)  
c/o Office of the Geary County Clerk  
200 E 8<sup>th</sup> St  
Junction City, KS 66441

It is important the Offeror's proposal be submitted in a sealed envelope clearly marked with the following information:

SEALED PROPOSAL FOR COUNTY COUNSELOR  
Noon, July 16, 2021

It is the responsibility of the Offeror to ensure the proposal is received by the Geary County Clerk's Office by the date and time specified herein. Proposals received after that date and time will be rejected, and returned to the Offeror unopened.

5. Right to Reject: The BOCC reserves the right to reject any or all proposals received in response to this RFP and to award the RFP in the County's best interest. A contract for the accepted proposal will be drafted based upon the factors described in this RFP.
  6. Notification of Award: It is expected that a decision selecting the successful Counselor/Firm will be made within three (3) weeks of the closing date for the receipt of proposals. Upon conclusion of final negotiations with the successful attorney/firm, all Offerors submitting proposals in response to this RFP will be informed, in writing, of the name of the successful attorney/firm. It is anticipated to be a ONE-YEAR contract, renewable annually. However the final decision will be made between the chosen attorney/firm and the BOCC.
- II. SCOPE OF SERVICES: The Offeror shall be readily available to provide legal services as required under Kansas law defined by K.S.A. 19-247, and amendments thereto and performs all functions as described therein to include:
- A. Interpret state and federal laws and administrative actions.
  - B. Review, draft, and negotiate contracts, leases, and resolutions.
  - C. Advise on individual labor and employment matters.
  - D. Review personnel, fiscal, and other Geary County policies, and assist in devising or revising as necessary.
  - E. Regularly attend Geary County Commission meetings as requested by the board. Currently meetings are held at 10:00 a.m. on Mondays, unless otherwise announced.
  - F. Advise on grant and contract issues.
  - G. Represent the County in matters pending before the State Court of Tax Appeals.
  - H. Commence, prosecute, or defend all civil suits or actions in which the County is interested.
  - I. Represent the County and file necessary court documents for annual delinquent property tax sales.
  - J. Other legal services as requested by Geary County.

*Specifically excluded are all statutory duties of the County Attorney.*

III. PROPOSAL CONTENTS: The Offeror, in the proposal, shall, as a minimum, including the following:

- A. Legal Experience: The Offeror should describe his/her/their legal experience, including the names, addresses, contact persons, and telephone numbers of at least three clients (references).
- B. Organization Make-up: If the Offeror is a firm – describe the organization, size, and structure. Firms and individual attorney Offerors should include areas of practice, and office location(s).
- C. Attorney Qualifications: The Offeror should have experience in Civil Law, Government Grants and Contracts; Labor and Employment; and General Business Operations.

Descriptions should include (and may be included as a CV or Resumé):

- 1. Professional and educational background (of each attorney).
  - 2. Overall supervision to be exercised.
  - 3. Prior experience of the individual attorneys with respect to the required experience listed above. Only include CVs/ Resumés of attorneys likely to be assigned to Geary County representation. Education, position in firm, years and types of experience, and continuing professional education will be considered.
- D. Price:

The Offeror shall submit the following quotes:

- 1. Monthly flat fee based on an overall anticipated average 20 hour week. This quote is inclusive of attendance at regularly scheduled Monday BOCC meetings. Some weeks will require additional hours (ie: tax sales, COTA hearings), some weeks less.
- 2. An hourly rate for work on an as needed basis. Attendance may be required at some of the regularly scheduled Monday BOCC meetings. If attendance is not required, the Geary County BOCCs requests the Offeror Firm/Attorney be available during those hours on an on-call basis.

The Geary County BOCC reserves the right to negotiate with the Offeror on the structure of the retainer fee.

The Offeror's proposed price should include a monthly flat fee that would be charged to advise on all legal matters such as those listed above, but not limited to, and an hourly fee.

- E. Insurance: The Offeror must provide a Certificate of Insurance to Geary County. The Offeror must have Workers' Compensation and Employer's Liability Insurance. General Liability Insurance must not be less than \$2,000,000. Professional Malpractice Insurance must not be less than \$4,000,000.
- F. Contractor: Successful Offeror, and/or employees thereof, shall be considered an Independent Contractor of Geary County. As the successful Offeror is not an employee of the County, no employee benefits will be offered or available.

#### IV. PROPOSAL EVALUATION

- A. Submission of Proposals: All proposals shall include an original, and five (5) copies.
- B. Evaluation Procedure and Criteria: The Commission and appropriate Elected and/or Appointed County Officials will review proposals and made recommendations for final approval. The Commission may request a meeting with one or more qualified Offerors prior to final selection.

Proposals will be reviewed in accordance with the following criteria:

1. Proposed approach to scope of work.
2. Level of experience of the individual(s) identified to work under the contract.
3. Response from references.
4. Cost.
5. Interviews, if conducted.