

DATE SUBMITTED 7/29/2020  
 SUBMITTED BY ACM  
 DATE ACTION REQUIRED 8/5/2020

COUNCIL ACTION (X)  
 PUBLIC HEARING REQUIRED ( )  
 RESOLUTION ( )  
 ORDINANCE 1<sup>ST</sup> READING ( )  
 ORDINANCE 2<sup>ND</sup> READING ( )  
 CITY CLERK'S INITIALS 20

**IMPERIAL CITY COUNCIL  
 AGENDA ITEM**

SUBJECT: <b>DISCUSSION/ACTION: CITY ATTORNEY PROFESSIONAL SERVICES</b> 1. AUTHORIZATION TO SOLICIT PROPOSALS FOR CITY ATTORNEY PROFESSIONAL SERVICES FOR THE CITY OF IMPERIAL	
DEPARTMENT INVOLVED: <u>City Manager's Office</u>	
BACKGROUND/SUMMARY: Whereas the City Council for the City of Imperial appointed City Attorney Dennis Morita as the permanent City Manager on June 17, 2020. In an effort to fulfill the vacant position of City Attorney, staff is requesting authorization to solicit proposals for City Attorney Professional Services. The proposal will be advertised for two weeks following Council's approval. Following receipt of proposals, City Manager Morita will make a recommendation to the Council during a regular meeting in September.	
FISCAL IMPACT: Dependent on cost of services. Not to exceed \$160,000.00 as budgeted for Fiscal Year 2020-2021	ADMIN SERV INITIALS <u>DM</u>
STAFF RECOMMENDATION: It is staff's recommendation to authorize the solicitation of proposals for City Attorney Profession Services.	DEPT. INITIALS <u>AB</u>
MANAGER'S RECOMMENDATION: City manager agrees with staff's recommendation as presented.	CITY MANAGER'S INITIALS <u>DM!</u>
MOTION:  SECONDED: AYES: NAYES: ABSENT:	
APPROVED ( ) REJECTED ( ) DISAPPROVED ( ) DEFERRED ( ) REFERRED TO:	



NOTICE INVITING PROPOSALS  
FOR  
CITY ATTORNEY SERVICES

**NOTICE IS HEREBY GIVEN** that Request for Proposals (RFP) to provide services as the City Attorney on a contractual basis will be received at the Office of the City Manager, 420 South Imperial Avenue, Imperial, CA 92251, until **5:00 P.M. Local Time, Thursday, August 20, 2020**

**DESCRIPTION OF WORK:** The purpose of this notice is to invite you to submit a proposal to the City of Imperial (City) to provide legal services generally understood within the field of municipal law to fall within the category of "general counsel" work. In addition, the City is seeking a firm to serve as legal counsel to the Successor Agency for the former Redevelopment Agency, Public Financing Authority, and other such bodies as may be created and represented by or for the City Council. Firm's submitting a proposal to this solicitation must possess a broad knowledge of municipal law with particular strength in contracts, redevelopment, law enforcement, planning and land use, and property acquisitions. Familiarity with labor law, federal court practice, tort defense, workers' compensation, and the political reform act, is also expected although the City retains the right to continue retaining specialized legal counsel.

**OBTAINING RFP DOCUMENTS AND REGISTRATION AS A PROPOSER:** The RFP documents may be downloaded via the internet at [www.cityofimperial.org](http://www.cityofimperial.org). If you have any questions in submitting a proposal, please contact Emery Magallanes, Administrative Assistant, via email a [emagallanes@cityofimperial.org](mailto:emagallanes@cityofimperial.org) or by phone at (760) 344-4373.

**EVALUATION OF PROPOSALS AND AWARD OF CONTRACT:** This solicitation has been developed in the RFP format. Accordingly, Proposers should take note that multiple factors will be considered by the City in selecting the most qualified firm and awarding of the contract.

**PROPOSALS TO REMAIN OPEN:** The Proposer shall guarantee that all contents of their proposal shall be valid for a period of 90 calendar days from the due date of proposals. The receiving time in the City Manager's Office will be the governing time for acceptability of Proposals. Telegraphic and telephonic proposals will not be accepted. Late proposals will be returned.

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