



AGENCY: City Council/MID/
Successor Agency to RDA
MEETING DATE: August 11, 2014
DEPARTMENT: Administration
PRESENTED BY: L. Ruffing

AGENDA ITEM SUMMARY

TITLE:

RECEIVE REPORT AND CONSIDER APPROVING SCOPE OF WORK FOR CITY ATTORNEY SERVICES

ISSUE:

The City of Fort Bragg ("City") has contracted with Meyers Nave Riback Silver & Wilson ("Meyers Nave") for legal services since 1999. David Warner, who served as Fort Bragg's City Attorney since October 2012, left Meyers Nave in early July. Since then, the City has utilized the services of an Interim City Attorney, Jason Rosenberg, who works out of Meyers Nave's San Francisco office. Meyers Nave has indicated that the remote location of Fort Bragg is problematic in terms of providing on-site attorney services and, while they are able to provide "back office" support and special counsel services, they do not have an attorney to designate as a permanent Fort Bragg City Attorney.

Given this change in status, it is an opportune time for the City of Fort Bragg to solicit proposals for the full range of City Attorney services. A draft Request for Proposals (RFP) has been prepared and staff is seeking input from the City Council regarding the RFP and the process by which the Council would like to be involved in selecting a new City Attorney.

RECOMMENDED ACTION:

Provide direction to staff regarding the RFP for City Attorney services and the process by which the Council would like to be involved in selecting a new City Attorney.

ALTERNATIVE ACTION(S):

None needed.

ANALYSIS:

The City Attorney is selected by and serves at the pleasure of the City Council and works closely with the Council, City Manager and other City staff. As City Attorney, the selected law firm or attorney will be expected to provide a wide range of legal services to the City, as outlined in the RFP.

The RFP identifies that "an evaluation committee" will be established to review the submitted proposals. Staff recommends that this committee be comprised of two Councilmembers, the City Manager, and the City Clerk. The top-ranked firms would then be requested to attend a meeting with the City Council to be interviewed. The interviews will allow the designated firms an opportunity to answer any questions the Council may have regarding their proposals. The City Council will make the final determination of the successful firm.

Staff recommends a three (3) year term that can be extended for additional terms with mutual written agreement of the parties.

FISCAL IMPACT:

There is no anticipated fiscal impact associated with the change of legal service providers. Should the rates be lower with the new legal firm, the City will not spend the entire FY 2014-15 legal services budget. Should the rates be higher, staff may need to bring a budget adjustment to the City Council at mid-year.

IMPLEMENTATION/TIMEFRAMES:

The schedule and proposal evaluation process is as follows:

RFP Release Date	August 12, 2014
Deadline to Submit Questions	August 26, 2014
Proposal Submission Deadline	September 11, 2014 – 5 PM
Ad Hoc Committee Review	September 15-19, 2014
City Council Interview with Finalists	Week of September 29, 2014
Award of Contract	October 27, 2014
Contract Effective Date	November 1, 2014

ATTACHMENTS:

1. Draft Request for Proposals

NOTIFICATION:

None.

City Clerk’s Office Use Only

Agency Action	<input type="checkbox"/> Approved	<input type="checkbox"/> Denied	<input type="checkbox"/> Approved as Amended
Resolution No.:	_____	Ordinance No.:	_____
Moved by:	_____	Seconded by:	_____
Vote:	_____		
<input type="checkbox"/> Deferred/Continued to meeting of:	_____		
<input type="checkbox"/> Referred to:	_____		