

**REQUEST FOR PROPOSALS
CITY ATTORNEY SERVICES
CITY OF IRRIGON, OREGON
Closing Date: September 4, 2026**

The City of Irrigon is requesting proposals from attorneys or law firms to provide certain legal service to the City. The City seeks services encompassing the traditional scope of work including legal counsel, opinions, consultation and coordination with special counsel. Attendance at occasional meetings may be requested, including meetings with Staff and Council meetings as specified by the City Manager or City Council. Typically the City Attorney does not attend City Council meetings. The City's current legal counsel is retiring and the City Council has decided that it would be prudent and an exercise of due diligence on the part of the City to solicit proposals for legal services.

Communications: Restrictions on communications and requests for information are delineated within the RFP package. All communications, including questions, are to be directed to City Manager, Aaron Palmquist, by phone, 541-922-3047 or email, manager@ci.irrigon.or.us.

Minimum Qualifications:

- (a) Each attorney in the proposed team must possess a Juris Doctorate degree and have graduated from a law school accredited by the American Bar Association;
- (b) Each attorney in the proposed team must be a member in good standing of the Oregon State Bar Association;
- (c) The proposed designated City Attorney must have a minimum of five years experience in the field of municipal law with particular experience in land use, municipal utilities, contracts, citizen initiatives, and public work construction. The City of Irrigon reserves the right to reject any or all proposals, waive technicalities or irregularities, and to accept any proposal if such action is believed to be in the best interest of the City.

I. Introduction

For information about the City of Irrigon online, visit www.ci.irrigon.or.us. The City of Irrigon operates under the Council-Manager form of government. The Council consists of a Mayor and six Council Members elected from the City at-large. The Mayor serves as the political head of the City and serves for two-year terms elected by the City Council. All elected members serve for four-year terms. The Municipal Judge, the City Attorney, and the City Manager are appointed by and responsible to the Council. The City Manager is the administrative head of the City government and directs all City operations.

The City anticipates that submitted proposals will identify a lead City Attorney that works virtually on an as requested basis on City business and will maintain central responsibility,

and further anticipates one or multiple assisting attorney(s), depending upon the size, structure, specialties and preferences of the proposing firm. Proposers are welcome to submit alternative approaches, but this is the model that the City anticipates to be most successful to City practices.

II. Scope of Work

The City intends to select a qualified attorney or firm to provide the following services:

A. As routine services, City Attorney will upon request:

- Advise city officials on matters relating to City business.
- Periodically attend City Council and Planning Commission meetings.
- Represent the City in municipal/justice court prosecutions.
- Prepare or review staff developed ordinances, resolutions, contracts, agreements, leases, deeds and related documents.
- Review current state and federal legislation and/or litigation as such may relate to the City and advise City officials thereon.
- Provide legal opinions on matter relating to City activities.
- Participate in the development of staff recommendations for action by the City Council.
- Advise and participate in code enforcement activities.
- Make recommendations for updating City codes, resolutions and other policies and practices.
- Represent the city in intergovernmental relations as appropriate.
- Maintain appropriate records and files.
- Assist in elections as necessary.
- Perform any other related duties as necessary.

B. As non-routine services, City Attorneys will represent the City in, or related to:

- Litigation and threatened litigation.
- Proceedings before the state and federal courts, and administrative tribunals.
- Proceedings before state and federal administrative agencies.
- Work involving bond issues.
- Issues related to land-use and real estate transactions.
- Areas of special expertise requiring outside counsel as the parties may mutually agree.

III. Qualifications

The proposals will be reviewed by the Mayor, current legal counsel, and City Manager with the final selection made by the Irrigon City Council. Selection will be on the basis of the following equally weighted criteria:

- A. Knowledge of general municipal law, contract law, land use law and Oregon law governing cities.
- B. Experience as a practicing attorney-at-law with experience in municipal law.
- C. Ability to perform services in a timely, cost effective and thorough manner, and ability to interact well with the City Council, staff and citizens.

IV. Proposal Requirements

Proposals from individual or law firms will be considered. As a minimum, the proposal should include the following information:

- A. An overall introduction to the proposal, including a statement of your understanding of the work.
- B. Vendor Business History. Please complete and submit Attachment A.
- C. Particular areas of knowledge and experience in Oregon government law, including but not limited to law related to cities. Examples of areas may include but are not necessarily limited to law related to (a) land use, (b) personnel matters and labor negotiations, (c) franchises and franchise fee, (d) Taxes, fees and charges such as system development charges, water and sewer service charges, (e) annexation, (f) law enforcement matters, (g) public purchasing and contracting, (h) municipal/justice court prosecutions, (i) planning, construction and operation of public facilities such as street, sanitary sewer, water and storm drainage facilities, (j) urban renewal (k) open meetings and public records, (l) government ethics, (m) code enforcement and abatements, and (n) elections.
- D. Litigation experience, including descriptions of representative cases and outcomes.
- E. Drafting experience, such as drafting of contracts, memoranda, ordinances and resolutions.
- F. Experience giving oral advice such as during the course of City Council and Planning Commission meetings and by telephone to City staff.
- G. Firm Experience
 - Provide a narrative description of the firm.
 - Describe the general experience of the firm.
 - Identify other municipal clients.
 - Identify experience with municipal issues including land use, zoning, growth management, environmental law, complicated agreements including inter-local agreements, public works, personnel, and other municipal specialties.
 - Years of municipal or other public sector law practice as a full time government attorney or specializing in municipal or other public sector law practice in a law firm or as a sole practitioner.
 - Law school (including year of graduation), year of admission to Oregon State Bar and years of practice.

- H. Proposed Attorney, Team
- Name and describe the attorney(s) and/or team proposed. Clearly identify the lead City Attorney and name assisting attorney(s).
 - Provide a resume or similar description for each team member, with considerable detail in the experience and qualifications of the lead City Attorney and any significant assisting attorney(s).
 - Specify the organization structure applicable to this contract, including the relationship of any assisting attorney(s) to the lead City Attorney.
 - If specialty attorney(s) or additional resources are available through your firm (in addition to the named team) to meet special or unusual needs, please identify such individuals and specialties as well.
- I. Accessibility and Responsiveness
- Identify the accessibility of the proposed designated City Attorney, and the response time that the individual offers to the City. Specifically identify the lead-time required for attending scheduled or ad-hoc meetings.
 - Identify the same for any assisting attorney(s).
- J. Proposed Fee Structure. Description of how you would propose structuring the service relationship to ensure the City's legal needs are met in a cost effective manner.
- K. Proposals may provide for hourly billing, a monthly retainer or combination. Propose a compensation package, inclusive of all service costs. The City is open to a variety of approaches, including hourly rates or a flat monthly rate with add-ons. Any proposals including a monthly retainer must clearly set out the services that are within and outside of a retainer. The City will select the finalist by considering the proposed compensation as a "best and final offer," although the City reserves the right to negotiate terms as needed to improve elements of the proposal to best meet the needs of the City, including cost.
- L. Training and Conference Costs. List any proposed training or conferences that the City would be asked to pay for, including costs and rates for items such as travel, lodging, attendance, registration, etc.
- M. Conflicts of Interest. Identify any potential conflicts of interests, including but not limited to current clients that may have legal actions pending against the City. For such conflicts, include a proposed course of action to address said conflicts.
- N. Qualifications of legal backup that would be provided in the event of your absence or unavailability.
- O. References
- Provide three references for the lead City Attorney. The City prefers references that include municipal government experience.
 - Inclusion of the reference in your proposal is also agreement that the City may contact the named reference.
 - The City may contact any companies or individuals, whether offered as references or others, to obtain information that will assist the City in evaluating the Proposer. The City retains the right to use such information to make selection decisions. Submittal of a proposal is agreement that the City may contact and utilize such information.

V. Submission Requirements

Each attorney or law firm wishing to respond to this request should present 10 copies of the completed, signed proposal to the City of Irrigon, no later than 5:00pm September 4, 2026 at the following address:

City of Irrigon
City Manager – Aaron Palmquist
500 NE Main Ave.
Irrigon, OR 97844

VI. Selection Schedule

Review of the proposals and recommended selection will be made by the Mayor and the City Manager. The review process might include an in-person interview of the lead candidate(s). The City Council is scheduled to consider the recommended selection at their September 15, 2026, meeting. Cost of the services will be negotiated between the parties as part of the selection process.

VII. Evaluation and Selection

Evaluation Process

The following steps are anticipated.

Step 1: Receipt and review of minimum qualifications

Step 2: City scoring of written proposals

Step 3: Initial reference and information checks

Step 4: Interviews as needed or required

Step 5: City Council Confirmation process

Scoring and Evaluation of the Written Proposal.

Written proposals will be scored by panelists as follows:

30 Experience of proposed designated City Attorney, particularly municipal law experience

20 Cost

20 Accessibility and Responsiveness of both City Attorney and assisting attorney(s)

15 Depth and stability of firm or practice

10 Attorney(s) knowledge of special municipal legal issues

5 Overall presentation

100 Total

VIII. Limitations

In addition to all other rights granted to it under Oregon law, the City of Irrigon reserves the right to waive formalities in the proposal process, to accept or reject any or all proposals received as a result of this request, to negotiate with qualified attorneys, or to cancel, in part or in its entirety, the request for proposals if it is in the best interest of the City to do so. City also reserves the right to negotiate separately with any Proposer whatsoever, in

any manner necessary to serve the best interests of the City. This request for proposals does not commit the City to pay any costs incurred in the preparation of a proposal.

IX. General information

Please contact City Manager, Aaron Palmquist at (541) 922-3047 or manager@ci.irrigon.or.us for further information.

Attachment A: Submittal Form

Business Statement

Please complete and submit with your proposal response.

1. Name of Business:
2. Business Address:
3. Phone: Business Fax: E-Mail(of proposer):
4. Business Classification (check all that apply): Individual, Partnership, Corporation, Women or Minority Owned
5. Federal Tax Number (a SSN or Federal Tax Number):
6. Name of Owner:
7. Does firm maintain insurance in amounts specified below? Yes: ☐ No: ☐ If no, describe differences.
A. General Liability insurance of at least \$1,000,000 per occurrence; \$1,000,000 aggregate, Combined Single Limit (CSL); Automobile liability of at least \$1,000,000 per accident CSL Professional Liability of at least \$ 1,000,000
8. Are there claims that are pending against this insurance policy? Yes: ☐ No: ☐ If yes, describe.
9. During the past five years, has the firm, business, or any attorney in the firm or business, been involved in any (1) bond forfeiture, (2) litigation personally involving the firm, business or any attorney in the firm or business (other than dissolution of marriage), or (3) claims filed with any insurance carrier concerning the firm, business, or any attorney in the firm or business, and/or (4) Bar Association complaints? Yes: ☐ No: ☐ If yes, attach an explanation.
10. Has company been in bankruptcy, reorganization or receivership in last five years? Yes: ☐ No: ☐
11. Has company been disqualified or terminated by any public agency? Yes: ☐ No: ☐
12. Has the proposed designated City Attorney practiced municipal law a minimum of 5 years? Yes: ☐ No: ☐
13. Is each proposed attorney accredited and in good standing with the State Bar? Yes: ☐ No: ☐
14. Proposal Offers shall be good and valid until the City completes award or rejections of quotes. Failure to concur with this condition may result in rejection of the offer. Does the firm accept this condition? Yes: ☐ No: ☐ (if no, state the desired exception:)

Having carefully examined all the documents of the solicitation, including the instruction, the undersigned proposes to perform all work in strict compliance with the above-named documents, as well as in compliance with all submitted proposal information.

FIRM NAME:

SIGNATURE:

PRINT NAME: