



October 2, 2025

RE: Request for Proposals for Legal Services

To whom it may concern:

The City of Pelican Rapids, Minnesota is requesting proposals for city attorney services and city criminal prosecution services from firms experienced in municipal law. The proposals shall be made in accordance with the specifications and must be submitted to the City no later than 11:30 a.m. on Friday, October 31, 2025.

Proposals must be sent as a PDF document via email to Lance Roisum, City Administrator:
pradmin@pelicanrapids.com

Respectfully,

Lance Roisum, City Administrator
City of Pelican Rapids
P.O. Box 350
Pelican Rapids, MN 56572

Phone: 218-863-7076
Email: pradmin@pelicanrapids.com

CITY OF PELICAN RAPIDS, MN

REQUEST FOR PROPOSALS CITY ATTORNEY SERVICES Effective 01-01-2026

I. Statement of Purpose

The City of Pelican Rapids is inviting proposals for the purpose of selecting a legal firm to provide City Attorney services starting on 01-01-2026.

General Information Regarding the City

Pelican Rapids is a community of approximately 2,500 people, located in Otter Tail County, Minnesota, approximately 16 miles north of Fergus Falls and 20 miles south of Detroit lakes on Minnesota Trunk Highway 59. Pelican Rapids has a Mayor and 4-member Council, all of whom are elected at-large. The City Council holds its regular meetings on the second and last Tuesday of each month, at 6:00 p.m.

The City Council is the final review and approval authority regarding all contracts, payments, plans, improvements, policies, procedures, and other business of the city, but the administrative duties are delegated to the City Administrator. The City Administrator also manages the City Council agenda and provides policy recommendations to the Mayor and Council. The City Administrator implements Council direction through the department heads which include Police, Fire, Public Works & Parks, Finance, the Municipal Liquor Store (off-sale) and the Public Utilities. Pelican Rapids also has a Municipal Library overseen by a City Council appointed Library Board.

II. Scope of Services & General Duties Bid Items

The following is a summary of the minimum duties required by the attorney. The outline is not intended to represent the entire scope of the work but rather a substantial list of the tasks required by the City. The scope reflects the civil aspect of City legal services needed. The City has a separate RFP issued for Criminal Prosecution Services

The law firm/attorney(s) are required to be knowledgeable in a variety of legal areas, including but not limited to:

- General municipal laws
- Labor law
- General state and federal laws relating to municipal government
- Zoning, housing, annexation, subdivision and land use law
- Economic development activities including development, redevelopment, enforcement, and property/real estate law
- Legal activity relating to general obligation bonds, revenue bonds, tax increment bonds, tax exempt bonds, and other bonding and financial processes

- Ordinance and resolution development and interpretation
- Contract law
- Environmental law
- Trial activity
- Eminent Domain

A. **FEES: Services to be included in the Monthly Retainer Fee or at an Hourly Fee**

1. If billed hourly, provide a detailed description and explanation of all fees and/or charges that may arise for services.
2. If billed hourly, identify the minimum increment of time billed for each service, e.g., phone calls, correspondence, personal conference. Also state separately the rate of any firm cost items to be billed such as photocopying, researching the law, etc.
3. If billed hourly, the City requests monthly billing statements which:
 - i. Itemize the date of services.
 - ii. Identify the attorney and/or support personnel providing the services.
 - iii. Lists time spent.
 - iv. Provides a detailed description of the services performed.
 - v. States the fees for those services.
 - vi. Itemizes all associated costs and expenses related to the services performed.

If another billing format is proposed, please describe that format and provide a sample.

III. **Proposal Form and Content**

A. **General Requirements**

The total length of the proposal shall not exceed five (5) pages, including all supporting documents and attachments.

B. **Proposal**

Proposal should include responses to each of the following items.

1. Scope of Services & General Duties Bid Items - As listed above in Item II. and please include any other charges anticipated.
2. Experience
Document the specific Municipal Law experience of the firm. Provide a complete listing of the Minnesota Cities you have worked for, length of service for each City, and the type(s) of work performed. **Please Note:** Experience must be related to services provided within the past ten years.
3. Availability
The firms are required to include a statement as to their availability to attend meetings as needed and scheduled in advance. Also, include a statement as to the priority given to the City's legal work relative to the firm's other clients.

4. Resumes
Identify the person(s) with key responsibilities who will be assigned to work for the City of Pelican Rapids. If more than one person is to be assigned, identify the person who will have senior-level responsibility or manage the engagement, and the approximate time commitment (as a percentage) of total time on the engagement of each person.
5. Conflict of Interest
Indicate whether you or your law firm represent or have represented any client which representation may conflict with your ability to serve as City Attorney. What procedures does your firm utilize to identify and resolve conflicts of interest?
6. Time and Budget Constraints
Demonstrate the ability of the firm to perform the services in a timely and cost-effective manner.
7. References
List of references relating to services provided for Governmental Units. Include name, address and phone number of contact persons.

IV. Terms and Conditions

1. The City reserves the right to reject any or all proposals or to negotiate a contract that is in the best interest of the City at the absolute and sole discretion of the City Council.
2. The City is requesting all proposals be sent as a PDF document via email to: Lance Roisum, City Administrator, pradmin@pelicanrapids.com no later than 11:30 A.M., **Friday, October 31, 2025**. Direct all questions to Lance Roisum, City Administrator. The address and telephone number is:

**City of Pelican Rapids
315 North Broadway
PO Box 350
Pelican Rapids, MN 56572
(218) 863-7076**

All proposals must be signed by a duly authorized individual. All proposals shall become the property of the City and the City may, at its option, request oral presentation prior to selection. No public bid opening will be held.

V. Selection Process

A. Interviews

The City may determine that it is necessary to meet with the firms to discuss aspects of the proposal. The date tentatively set for these interviews would be the week of November 17, 2025.

B. Evaluation of Proposals

An evaluation committee shall be used to evaluate the proposals. The committee shall evaluate the proposals based on the following criteria:

1. Both the fees that shall be charged and the total cost of the attorney services. The City of Pelican Rapids is interested in selecting the firm which professionally provides the City with optimal services yet also meets the City's concern with cost.
2. Demonstrated understanding of the requirements of the City and the concerns of staff.
3. Municipal law experience.
4. Availability of staff assigned to serve the City.
5. Testimony provided by past clients of the firm, i.e. checking references.
6. Qualifications and expertise of the key personnel to be assigned and their proven ability to work together as a team.
7. Resources of the firm to meet Pelican Rapids' needs in a satisfactory manner.
8. Factors to be considered include size of the firm, proximity of attorney to the City of Pelican Rapids, current workload, ability and willingness to assist the City.
9. Clarity, conciseness and organization of the proposal.

CITY OF PELICAN RAPIDS, MN
REQUEST FOR PROPOSALS
CITY CRIMINAL PROSECUTION SERVICES
Effective 01-01-2026

I. Statement of Purpose

The City of Pelican Rapids is inviting proposals for the purpose of selecting a legal firm to provide City Criminal Prosecution Services starting on 01-01-2026.

General Information Regarding the City

Pelican Rapids is a community of approximately 2,500 people, located in Otter Tail County, Minnesota, approximately 16 miles north of Fergus Falls and 20 miles south of Detroit lakes on Minnesota Trunk Highway 59. Pelican Rapids has a Mayor and 4-member Council, all of whom are elected at-large. The City Council holds its regular meetings on the second and last Tuesday of each month, at 6:00 p.m.

The City Council is the final review and approval authority regarding all contracts, payments, plans, improvements, policies, procedures, and other business of the city, but the administrative duties are delegated to the City Administrator. The City Administrator also manages the City Council agenda and provides policy recommendations to the Mayor and Council. The City Administrator implements Council direction through the department heads which include Police, Fire, Public Works & Parks, Finance, the Municipal Liquor Store (off-sale) and the Public Utilities. The Pelican Rapids Police Department consists of a full-time Chief, full-time Sergeant, and three full-time officers with three additional part-time officers.

II. Scope of Services & General Duties Bid Items

The following is a summary of the minimum duties required by the attorney. The outline is not intended to represent the entire scope of the work but rather a substantial list of the tasks required by the City. The scope reflects the criminal prosecution aspect of City legal services needed. The City has a separate RFP issued for City Attorney Services.

The law firm/attorney(s) are required to provide the following services, including but not limited to:

- Prosecution of all petty misdemeanor, misdemeanor and statutorily delegated gross misdemeanor offenses committed within the corporate limits of the City. This includes all such cases initiated by any law enforcement agency and citizen complaints including but not limited to traffic violations, DUI cases, theft and City code violations.
- Provide advice, consultation and training where required to the City's Police Department and to all other departments of the City in the interpretation and enforcement of statutes, ordinances and investigations of violations in connection with the prosecution of criminal cases.

- Prepare criminal complaints where facts warrant.
- Evaluate all cases where a plea of not guilty is entered and prosecute where warranted.
- Prepare appropriate pre-trial notices as required.
- Seek such additional investigation as required.
- Negotiate and enter plea bargains where deemed advisable.
- Represent the City at all pre-trial motions.
- Pursue vehicle and contraband forfeiture awards.
- Perform all legal research and prepare trial court briefs when required.
- Try all jury and court cases.
- Examine, evaluate and provide representation for all appeals to Appellate Courts.

A. **FEES: Services to be included in the Monthly Retainer Fee (Preferred) or at an Hourly Fee**

1. If billed hourly, provide a detailed description and explanation of all fees and/or charges that may arise for prosecution services.
2. If billed hourly, identify the minimum increment of time billed for each service, e.g., phone calls, correspondence, personal conference. Also state separately the rate of any firm cost items to be billed such as photocopying, researching the law, etc.
3. If billed hourly, the City requests monthly billing statements which:
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5. Conflict of Interest
Indicate whether you or your law firm represent or have represented any client which representation may conflict with your ability to serve as Prosecuting Attorney. What procedures does your firm utilize to identify and resolve conflicts of interest?
6. Time and Budget Constraints
Demonstrate the ability of the firm to perform the services in a timely and cost-effective manner.
7. References
List of references relating to services provided for Governmental Units. Include name, address and phone number of contact persons.

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