

OVERVIEW

The Township of Northfield is a semi-rural community located in northeastern Washtenaw County. The Township is traversed north/south by U.S. 23 and east/west by North Territorial Road.

The Township is governed by a seven-member Board of Trustees, which include the three full-time "in-house" officials. The township employs 10 full and part-time employees, 5 full-time wastewater treatment plant employees, 14 full time police officers, including supervisory personnel and dispatch and 4 part time police officers, 2 full-time fire department personnel and approximately 30 paid-on-call firefighters.

The 2000 census places the Township's population at 8,252 persons. Northfield Township is facing increasing development pressure. The Planning Commission and the Township Board are fully committed to following the Growth Management Plan, which does include commercial development through the North Territorial/U.S. 23 corridor and future residential in some areas of our largely agriculture township.

The Township uses a full time police officer for ordinance enforcement on a part time basis. The nature of code violations is similar to those seen in many semi-rural and suburban communities: signage, nuisances, land use violations and site work completed without required permits.

In sum, Northfield Township is a growing community facing diverse challenges. Northfield Township is committed to preserving the rural character and delicate natural resources that make the Township a unique and desirable home and seeks to build a team of talented and experienced consultants to help implement this vision. The consulting attorney plays a significant role in promoting and defending this vision.

REQUEST FOR PROPOSAL AND STATEMENTS OF QUALIFICATIONS TO PROVIDE LEGAL SERVICES

Northfield Township (the "Township") is a municipal corporation located in Washtenaw County in Eastern Lower Michigan and is seeking to retain a "full service" legal firm to represent it in a variety of legal matters.

You are expected to submit a proposal for consideration. The information submitted in your proposal including experience, qualifications, and fee schedule will be reviewed for the purpose of selecting a firm to provide legal representation. Favorable fees will be a factor in the selection process. However, the firm's experience, qualifications, resources, and level of proposed services will be key factors in determining the firm to represent the Township. Please refer to the instruction sheet for more detailed information on the scope of the proposal.

It is anticipated that the Township will select one firm that will serve as general counsel for a minimum two-year period. A committee comprised of members of the Township Board will act as the qualifications-based selection committee. The selection committee will evaluate the qualifications of the legal firms that submit proposals and develop a short list of firms to be interviewed. After the interview process, the Township will designate its choice of firms to represent the Township. The Township will ultimately negotiate an arrangement for services with the selected firm.

The Township reserves the right to reject proposals or parts thereof. The township also reserves the right to waive an irregularities, inconsistencies and bidding provisions or take whatever other action that is in the Township's best interest as determined by the Township Board.

The Township is seeking a "full service" legal firm with strong knowledge and experience in several specific areas. The successful firm will provide legal support and render opinions on a variety of issues including:

1. General legal services – provide legal counsel to the Township on general issued including contracts, written policies and procedures, and recommended changes. Provide legal counsel on other miscellaneous or unusual circumstances including litigation.
2. Planning & Zoning – provide legal support and opinions on issues relating to a variety of the land use, planning and zoning issues.
3. Personnel – provide legal support on personnel issues or other miscellaneous matters relating to employment.

4. Personal Property Tax collection – provide legal counsel for collection of unpaid personal property taxes, including litigation if necessary.
5. Michigan Tax Tribunal – provide legal counsel for cases filed at the tribunal.
6. Police Department matters – provide legal counsel for court cases, including litigation.

The Township intends to select two or three firms to be interviewed. The firms selected for an interview should send a representative attorney that will be the primary contact person for the Township along with any other significant members of its legal team. Interviews are tentatively scheduled to occur in early November. The township hopes to select a firm and negotiate a service agreement prior to December 31, 2003.

Your proposal and statement of qualification with seven (7) copies should be submitted on or before September 30, 2003 in sealed envelopes. The proposal should be delivered to the attention of Michele K. Manning, Northfield Township Clerk.

Each proposal shall be considered binding and in effect for a period of ninety (90) days following the bid opening.

Thank you in advance for your consideration of this request. Please do not hesitate to call us should you have any questions.

Northfield Township
75 Barker Road
P.O. Box 576
Whitmore Lake, MI 48189
Phone: (734) 449-2880
Fax: (734) 449-0123

INSTRUCTIONS

Generally, the substance of the proposal may cover any areas which you deem to be relevant to the Township. The proposal should not exceed ten (10) pages and should minimally include the following information.

- List the hourly fees of partners, associates, paralegal, interns, and all billable personnel.
- List the minimum charges, if any, for telephone calls, file review, copying, facsimile, transmission, messenger service, etc.
- Describe the firm's billing procedure, i.e. monthly, bi-monthly or otherwise. Please include a sample-billing format. Priority consideration will be given to detailed billing forms.
- List those items for which the firm will expect reimbursement from the Township.
- State the firm's policy regarding travel costs for which it will expect reimbursement from the Township.
- Summary of related legal experience (as it relates to those specific areas listed above).
- State the size of the firm. If the firm is geographically headquartered in another city or location other than the local area. In addition, you should state the number of attorney's employed by your firm three (3) years ago and the number of attorneys expected to be employed three (3) years from now.
- Name and brief biographical sketches of attorneys who will be generally responsible for providing related legal services to the Township.
- List the size and distribution of support staff including paralegal, law clerks and clerical staff.
- Describe the firm's composition in terms of:
 - Average number of years in the practice of law
 - Partner/Shareholder
 - Associate/Non-shareholder
- Describe the firm's expectation of billable hours per attorney or percentage of attorney's compensation dependent upon billable hours.
- List the number of attorneys who resigned, were dismissed or otherwise left the firm during the past (4) four years.
- Describe the firm's research capabilities.
- Describe the firm's policy on staffing for deposition, trial work and rate increases.
- Describe any actual or potential conflicts of interest, which exist within the Township.

- List and describe any pending litigation in which you represent a client against Washtenaw County, or any townships, villages or cities in the county or any of its officers, representatives, or agencies.
- List and describe any past litigation in which you represented a client against Washtenaw County, or any townships, villages or cities in the county or any of its officers, representatives, or agencies.
- Describe how your firm would avoid conflicts of interest between your role as Township attorney and your other clients.