

March 17, 2025

Request for Proposal

The City of Van Meter will receive proposals for general legal services. Attached is information relating to minimum specifications of services, data to be included in the proposal, evaluation criteria, and selected information relating to the requested services.

Sealed proposals will be accepted until 5:00 p.m., June 9, 2025, at the office of the City Clerk in Van Meter, Iowa. If mailed, the proposals should be mailed to:

City of Van Meter
310 Mill Street, PO BOX 160
Van Meter, IA 50261

Those submitting sealed proposals should indicate on the outside of the envelope in the lower left-hand corner that it is a sealed proposal for the legal services RFP and the name of the firm submitting the proposal.

The contract for services will be awarded on July 14, 2025.

Further information may be obtained from:

Jessica Drake
City Clerk, City of Van Meter
515-996-2644
jdrake@vanmeteria.gov

Request for Proposals – Legal Services

The City of Van Meter, population 1,725, is accepting letters of interest and qualifications for a City Attorney and/ or Firm to represent the city regarding legal matters. Our desire is to hire an attorney to be the primary contact but also have the ability to draw upon the expertise of other attorneys within a firm.

John Fatino of Whitfield & Eddy PLC currently serves as the City Attorney. Dorsey & Whitney LLP represents the City as bond counsel.

Scope of Services

- Advice and opinions on all matters relating to affairs of the City
- Draft, prepare, review and provide recommendations for proposed ordinances and resolutions
- Review and provide written legal opinions on proposed ordinances, when requested
- Draft, prepare, and review contracts, leases and other documents with the City's customers, suppliers, lessors and lessees
- Draft, prepare, and review employment agreements including provisions for deferred compensation
- General consultation and advice on overall City and/or corporate policy and procedures
- Interpret and provide staff and Council written opinions on questions interpreting City and State Code matters when requested
- Represent the City on pre-litigation and litigation involving municipal infractions citations as well as condemnation actions
- Act as legal advisor to all city officials, boards, and commissions
- Attend all regular and special meetings of the City Council and act as meeting parliamentarian unless otherwise directed by staff
- At the request of staff, attend board or commission meetings to provide legal guidance
- Review materials prepared for the City Council and confer with the City Administrator and/or staff regarding issues that may need to be discussed prior to a meeting, including but not limited to: contracts, agreements, plats, and easements
- Prepare, review, and/or provide legal opinion on all contracts and agreements prior to approval by the City Council
- Prosecute traffic citations, simple misdemeanor offenses, and other police matters
- Advise staff on personnel issues, including providing direction when requested
- Assist staff in preparing civil citations for violations of the City Code
- Advise staff on planning and zoning issues
- Advise staff on code enforcement and nuisance abatement issues
- Prepare and review documents related to land acquisition and/or development
- Represent the City in the Magistrate's Court and Associate District Court where the City is a party
- Provide any other general legal advice as needed

The Selection Process

Letters of interest and qualifications must be submitted to the City Clerk by 5:00pm on Monday, June 9, 2025 to:

City of Van Meter
Attn: City Clerk
PO Box 160
310 Mill St
Van Meter, IA 50261

Or by email: jdrake@vanmeteria.gov

- Information required in the submittal:
 - o Letter highlighting related legal experience of the primary attorney as well as the experience of that attorney's firm.
 - o Resume of all attorneys who would be providing services to the City.
 - o List of three references, preferably from governmental clients.
 - o Cost, on an annual basis, to retain the services of the attorney and/or firm (based on the proposed scope of services).
 - o Hourly rate for services beyond the scope of the retainer.
- Attorneys should have at least five (5) years' experience in municipal law.
- The search committee will consist of the Mayor, two Council Members, the City Clerk and the City Administrator. The search committee will select the candidates to be interviewed, conduct the interviews, and make a recommendation to the City Council, who may choose to interview any or all finalists, at their discretion.
- Interviews will be conducted throughout the month of June 2025.
- Once the attorney and/or firm is chosen, the scope of services will be further defined, and a contract will be prepared to be acted upon by City Council.

Basis of Selection

- The amount of expertise in municipal legal issues by the lead attorney and others within the firm and the estimated cost of services will be used to determine selection of the successful firm/candidate, among other relevant factors.
- The City of Van Meter has the right to reject any and/or all proposals.

Questions may be directed to jdrake@vanmeteria.gov or 515-996-2644.