January 19th, 2022

Quotes for **DOWNTOWN LAKE ORION LEGAL SERVICES** are being accepted.

Quotes must be **DELIVERED TO**

**VILLAGE OF LAKE ORION**  
21 E. CHURCH STREET  
LAKE ORION, MI 48362  
Attn: Molly Lalone

**ON OR BEFORE 4:00 PM, WEDNESDAY MARCH 9, 2022**

**SUBMIT ORIGINAL AND TWO (2) COPIES.** Quotes received after **4:00 PM** of the date they are due will not be accepted or will be marked late, and retained unopened. Quotes will be opened March 10, 2022 at Noon. You may additionally send an email copy to:

- **TO:** office@downtownlakeorion.org  
  **CC:** director@downtownlakeorion.org

Addenda, clarifications and changes to the documents must be obtained on line by registering (free registration available) for the MITN system as follows: 1) go to www.mitn.info, 2) review the vendor registration options that are available to vendors, and then 3) select vendor registration at the bottom of the page to register and then, 4) sign up to register.

Quote tabulations will be posted on MITN.

The Village of Lake Orion reserves the right to accept or reject any and all Quotes and to waive any and all irregularities or split award by items, unless otherwise stipulated, and to accept the quote which will serve its interest.

Additional information regarding this quote or any questions can be answered by contacting me via e-mail - director@downtownlakeorion.org, subject: **DTLO LEGAL SERVICES**

Sincerely,

Molly LaLone  
Executive Director  
Lake Orion Downtown Development Authority
REQUEST FOR QUOTES
DTLO LEGAL SERVICES

Overview
The Village of Lake Orion Downtown Development Authority (DDA) serves the Village of Lake Orion (population of approximately 3,141). Lake Orion is located in northern Oakland County in southeastern Michigan.

SCOPE OF LEGAL SERVICE

As provider of legal services described below:

The scope of services may include but shall not be limited to the following:

Special Counsel as needed for the following:
1. Draft and/or review all agreements and contracts.
2. Assist the DDA in the sale or purchase of real estate.
3. Prepare deeds and other contracts for sale and purchase of property.
4. Prepare formal opinions on the legal ramifications and implications of matters before the DDA Board, as requested by the Executive Director, or the DDA Board.
5. Provide legal advice on actions taken or contemplated.
6. Attend DDA Board meeting as requested by the DDA Board or Executive Director.
7. Prepare various legal documents required by the DDA.
8. Represent the DDA in administrative proceedings before State agencies.
9. Provide monthly time and billing records to the Executive Director for all work performed which shall include, at a minimum, the following detail:
   a. The date on which the service was provided.
   b. Name and classification of attorney or staff person providing such service.
   c. A detailed description of the service provided to permit the DDA to readily identify the purpose, nature or scope of the service, court case for which such service was provided, or other identifiable information.
   d. The title of the DDA official authorizing or requesting such service.
   e. Number of billable hours spent providing such service rounded to the nearest 1/10 hour.
   f. Hourly rate charged for such service.
   g. Detailed breakdown of all non-overhead costs (materials, copies, postage, mileage, meals, and other costs).
   h. Separate billings shall be provided for general counsel, prosecutions, and civil litigation cases.

Estimated Workload
The DDA does not guarantee a set workload and/or billable hours.
STATEMENT OF QUALIFICATIONS

Qualified consultants must have a substantial background in municipal legal services, and be able to provide a dedicated DDA Attorney who, at a minimum, possess the following qualifications:

1. Juris Doctorate degree from an American Bar Association accredited college or university.
2. Valid license to practice law within the State of Michigan.
3. Considerable knowledge and experience in municipal law and municipal legal issues.
4. Considerable knowledge and experience in contract law.
5. Considerable litigation and jury trial experience.

LEGAL SERVICES REQUEST FOR PRICING

<table>
<thead>
<tr>
<th>Pricing Component</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. Hourly Rate for General Legal Services</td>
<td>$_________________</td>
</tr>
<tr>
<td>B. Hourly Rate for Prosecution Services</td>
<td>$_________________</td>
</tr>
<tr>
<td>C. Provide or attach the firm’s complete fee schedule for all other services not included above:</td>
<td>$_________________</td>
</tr>
<tr>
<td>1.</td>
<td>$_________________</td>
</tr>
<tr>
<td>2.</td>
<td>$_________________</td>
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<td>3.</td>
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<td>4.</td>
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<tr>
<td>5.</td>
<td>$_________________</td>
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<tr>
<td>D. Fees for Phone Consultation</td>
<td>$_________________</td>
</tr>
<tr>
<td>E. Smallest Increment of Billable Time</td>
<td>_____________________</td>
</tr>
</tbody>
</table>
LEGAL SERVICES REQUEST FOR QUALIFICATIONS

1. Firm name
   a. Areas of specialty.
   b. Years in business.

2. Offices
   a. Office location where the majority of the work will be performed.
   b. Name and address of parent firm (if applicable).

3. Personnel
   a. Principal contact (name, phone number, email) of the firm.
   b. Other key personnel names who will be used for DDA business.
   c. Total number of licensed attorneys at office listed in above.
   d. Total number of all staff at office listed in 2a. above.

4. Does firm have adequate staff to handle another municipal/dda client or will staff need to be hired?

5. Experience - provide a short narrative (no more than five (5) pages) detailing experience in municipal law including areas of expertise. Be sure to include any information on items identified as specialty services in Appendix A as well.

6. List specific reasons (no more than two (2) pages) why your firm should be considered by the DDA of Lake Orion for legal representation.

7. Provide three (3) or more DDA or municipal references from prior or current clients, including contact name, title, municipality name, telephone number, and E-mail address.

8. Disclose any clients or interests that may reasonably be foreseen to constitute a conflict of interest when representing the DDA (such as other local governments, developers, bidders, etc.).

9. Describe how your firm will handle the day-to-day activities of this contract. This is particularly important if you do not have a local office.

10. Provide evidence of a comprehensive liability and workers compensation insurance policy for all staff assigned to work for the DDA.

11. Note any exceptions or deviations to the required scope of services outlined in Scope of Legal Service.

12. During the past five (5) years, has the firm had any Bar Association complaints filed against it? If so, please explain.

13. Has the firm been in bankruptcy, reorganization or receivership in the last five (5) years?

14. Has the firm been terminated by any municipal client in the last five (5) years? If so, please explain.

15. Define the standard time frames for response by the DDA Attorney to inquiries from the DDA Board or Executive Director.

16. Describe how your firm would familiarize itself with the current issues facing the DDA of Lake Orion.

17. Pricing - note the DDA currently requires per hour charges (to the tenth of an hour) for all work performed, but will consider all pricing structures submitted.
EVALUATION CRITERIA

The Village of Lake Orion DDA reserves the right to interview any number of qualifying firms as part of the evaluation process. The decision as to which firm to contact (if any) shall be analyzed (based upon the "best overall value" to the DDA) and documented including Board member or staff recommendations. Meetings with short-listed proposers will provide additional information and criteria upon which the DDA will base its selection decision. The DDA reserves the right to select, and subsequently recommend for award the proposed firm(s)' services which best meets its required needs, quality levels and budget constraints. Award shall be made by the DDA Board of Directors.

The bid specifications were approved by the DDA Board of Directors on February 8, 2022. This request will be publicly advertised on the DDA web site, and on MITN for the following time period: February 14th, 2022 – March 10, 2022. Late responses will not be accepted. Responses not meeting terms may be rejected. If at least three responses are not received the DDA Executive Director may require a re-bid.

Preliminary Schedule  The following are estimated dates and are not binding

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
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</thead>
<tbody>
<tr>
<td>DDA Board Approval to request proposals</td>
<td>February 8, 2022</td>
</tr>
<tr>
<td>Questions due</td>
<td>February 18, 2022</td>
</tr>
<tr>
<td>Receive proposals</td>
<td>March 10, 2022 by 4:00 PM</td>
</tr>
<tr>
<td>Proposals opened</td>
<td>March 11, 2022, Noon</td>
</tr>
<tr>
<td>Evaluation/Interviews</td>
<td>March 21, 2022 – March 31, 2022</td>
</tr>
<tr>
<td>Selection</td>
<td>April 12, 2022</td>
</tr>
</tbody>
</table>
Sealed Bid Form – DTLO LEGAL SERVICES

Requested by Lake Orion Downtown Development Authority
Bid Opening: Wednesday, March 9, 2022.

The undersigned hereby declares that he/she has carefully examined the instructions and specifications as listed in the Bid Packet. The undersigned declares the prices set forth in this bid do cover all the requirements listed in the bid packet “DTLO LEGAL SERVICES.”

It is understood and agreed that all bid prices shall remain in effect for at least ninety (90) days from the date of the bid opening to allow for the award of the bid, and that the prices bid will remain firm through invoice.

The Lake Orion Downtown Development Authority reserves the right to split or abstract any or all bid proposals and award multiple contracts from the same quotation, based on price, availability and service, when in its judgment it best serves the Village of Lake Orion and the Lake Orion Downtown Development Authority.

-Attach bid sheet

BIDDERS

Name of Bidder: ____________________________________________________________

Address: __________________________________________________________________

Telephone No.: __________________________ Fax No.: __________________________

Authorized Signature: __________________________ Date: ______________

References (Public accounts)

Entity’s Name & Address, Contact Information & Phone Number

1) _______________________________________________________________________

2) _______________________________________________________________________

3) _______________________________________________________________________

RFQ Legal Services| Executive Director