

Subject: Thomson Township Legal Services Request for Proposals

Dear Recipient:

The Thomson Township Board is seeking proposals for civil Legal Services. Enclosed is a Request for Proposal (RFP) packet.

If you are interested in representing Thomson Township, please submit a proposal per the enclosed guidelines. If you have any questions regarding the RFP process or the RFP itself, please contact Tiffany Parr at 218-879-9719.

Thank you in advance for your consideration of this RFP.

Sincerely,



Tiffany Parr  
Town Clerk

**THOMSON TOWNSHIP**

**REQUEST FOR QUALIFICATIONS AND  
PROPOSALS FOR LEGAL SERVICES**

**FEBRUARY 2026**

**THOMSON TOWNSHIP  
REQUEST FOR QUALIFICATIONS AND  
PROPOSALS FOR LEGAL SERVICES**

February 6, 2026

**Introduction**

Thomson Township is inviting interested law firms with experience representing townships that have a similar complexity in township civil matters to submit written proposals to provide Town Attorney services. The Township anticipates that the successful applicant will be experienced in representing and/or advising townships on issues that are regularly encountered in the course of township activities. The Town Attorney will be selected by the Town Board and will also work closely with the Board, Town Clerk and other Town Staff.

**Background**

Thomson Township is a Township located in Carlson County, with an estimated present population of 5,704. Thomson is governed by a Town Board comprised of a five Township Supervisors. Administrative duties are mainly handled by the Township Clerk.

This contract for Legal Services is scheduled to commence on or about June 1, 2026.

**General Instructions**

- A. Responses must provide complete information as described in this request. Five (5) copies shall be submitted by 4:30 p.m. on February 20, 2026. The proposals shall be marked: Thomson Township, Legal Services RFP and sent to:

Thomson Township  
Attn: Tiffany Parr  
PO Box 92  
Esko, MN 55733

- B. To ensure fairness and uniformity, firms submitting responses are requested to not contact Town Staff or the Town Board. Questions about this RFP may be made to Tiffany Parr, Town Clerk at [tparr@townofthomsonmn.gov](mailto:tparr@townofthomsonmn.gov) or 218-879-9719, prior to submission deadline.
- C. The Town will not reimburse any expenses incurred by the firm submitting responses including, but not limited to, expenses associated with the preparation and submission of the response and attendance at interview(s).

D. The Town reserves the right to reject any and all proposals, to request additional information from any or all Proposers, and to suggest modifications to the terms and conditions or a retainer agreement from that offered by a Proposer.

#### BASIC SERVICES REQUESTED

Basic services, for the purpose of this proposal, shall include those legal services generally understood within the field of municipal law to fall within the category of “general counsel” work, and shall include, but not necessarily be limited to, the following:

- Routine legal advice, telephone and personal consultations with the Town Board, Town department heads or authorized representatives.
- Assistance in the preparation and review of ordinances, resolutions, agreements, contracts, forms, notices, certificates, deeds and other documents required by the Town.
- Attendance at Town Board meetings and special meetings as requested. Regular meetings are held on the 1<sup>st</sup> and 3<sup>rd</sup> Thursdays of each month at 5:00 p.m.
- Attendance at other board, commission and committee meetings, upon request.
- Three business day response time on Board and staff inquiries.
- Meetings with Town staff, upon request.
- Legal advice and opinions concerning legal matters that affect the Town.
- Legal work pertaining to initial proceedings and defense of the Town in certain civil litigation.
- Guidance on Town personnel matters and policies, including employee disciplinary and grievance issues, Veterans preference, FLSA, FMLA, etc.
- Legal work pertaining to property acquisitions, property disposals, public improvements, easement dedications, right-of-way acquisitions and vacations, annexations, platting, land development.
- Enforcement of Town codes, zoning regulations, and building standards through administrative and judicial actions.
- Monitoring of pending and current state and federal legislation and court decisions, as appropriate.
- Coordination of outside legal counsel, as needed and as directed by the Town Board.

#### REQUIRED PROPOSAL ELEMENTS

The proposal must provide specific and succinct answers to all questions and requests for information. Direct, precise and complete responses will serve as an advantage to the applicant.

## BACKGROUND

Describe the nature of your practice or your law firm's practice and your qualifications for providing Town Attorney services. Include a professional chronology for the individual who will be designated to serve as Town Attorney, as well as for others whom you anticipate being involved with providing legal services to the Town.

Provide the overall capabilities, qualifications, training and areas of expertise for each of the principals, partners, and associates of the law firm, including the length of employment for each person and his/her area of specialization.

Provide the following for each person whom you propose to designate as Town Attorney and for each person you propose to designate as a deputy or back-up:

- Legal training and number of years of practice, including date of admission to the Minnesota Bar Association, number of years representing Minnesota townships.
- Knowledge of, and experience with Township law.
- Litigation experience and demonstration of good court track record.
- Knowledge and practice of law relating to land use and planning, real estate, rights of way, public employment law and other municipal law.
- Experience in the area of contracts and franchises.
- Experience in the area of personnel, disability law rights and obligations, workers' compensation, employee relations and negotiations and employee discrimination claims.
- Experience in the preparation and review of ordinances and resolutions.
- Representative list of Townships represented and years representing Townships.
- Representative list of Cities represented and years representing Cities.

If the firm/individual, or any of the attorneys employed by the firm, have ever been sued by townships or other clients for malpractice, been the subject of complaints filed with the State Bar and/or had discipline imposed by the State Bar within the last five years, please provide information about the nature of the incident, the dates of when the matter began and was concluded, and the results of the situation.

## TOWN/TOWN ATTORNEY RELATIONSHIP

Describe how you would structure the working relationship between the Town Attorney and the Town Board and Staff.

Describe how you would meet the response time described in the RFP for Board/Staff inquiries and document review.

Describe the systems or mechanisms that would be established for monthly reporting on the status of projects, requests and litigation.

#### CLIENTS/CONFLICT OF INTEREST

List all public clients for whom you or your firm currently provide services under a fee for services basis or on a retainer basis. Identify any foreseeable or potential conflicts of interest that could result from such representation and the manner in which you would propose to resolve such conflicts. Identify the process you or your firm utilizes to identify and resolve conflict of interest.

For the person to be designated as Town Attorney, list all public clients that person presently represents as Town Attorney or general counsel, along with the meeting dates and times for each governing body. *(If appointed, the Town Attorney shall not accept any client or project, which would knowingly place it in conflict of interest with the services to be provided to the Town. If a conflict of interest should develop, the Attorney shall be responsible for taking the necessary steps to comport its representation of the Town with the Lawyers Code of Professional Responsibility.)*

#### COMPENSATION

Provide the pricing schedule you will use to charge the Town for providing services as outlined in this Request for Proposal. Describe how the individual or firm intends to provide legal services, the hourly rates charged, and indicate what services are to be provided. State the hourly rates for specialized service. State the rate for meeting attendance, if any, whether hourly or otherwise. Identify the minimum increment of time billed for each service, e.g. phone calls, correspondence, personal conference. Define the type and unit rates for reimbursement of expenses such as mileage, reproduction of documents, word processing charges, and Lexis/Westlaw research charges.

#### LIABILITY INSURANCE

All applicants must maintain professional liability coverage in an amount no less than \$1 million. All applicants must also maintain a commercial general liability insurance policy covering general liability insurance in an amount acceptable to the Town Board.

#### PROFESSIONAL REFERENCES

Provide three (3) professional references for the individual designated as Town Attorney, including addresses and work telephone numbers. References should be currently employed public agency officials or agents.

## EVALUATION AND SELECTION PROCESS

Proposals will be screened and the preferred candidates will be interviewed by the Town Board. Qualifications will be verified and references will be checked. In reviewing proposals, the Town will carefully weigh the following:

- Depth and breadth of experience and expertise in the practice of law, specifically in those areas most often encountered in Township government operations.
- Capability to perform legal services promptly and in a manner that permits the Town Board and staff to meet established deadlines and to operate in an effective and efficient manner.
- Degree of availability for quick response to inquiries that arise out of day-to-day operating questions or problems.
- Degree to which firm and individual attorneys stay current through continued professional development and active communication with practitioners in the municipal law field.
- Communication skills.
- Cost of services.
- Other qualifications/criteria, as deemed appropriate by the Town Board.

The contract will require that the individuals or law firm selected as Town Attorney maintain general liability, automobile, workers' compensation, and errors and omissions insurance in amounts acceptable to the Town Board. The contract will also contain provisions providing that the Town Attorney is an independent contractor serving at the will of the Town Board. Other required provisions will include the Town Board's right to terminate the agreement, at its sole discretion, upon the provision of notice, and to retain the services of other law firms on a case-by-case basis as the Town Board deems necessary or appropriate.

## SUBMITTAL REQUIREMENTS

*Proposal must be received by 4:30 p.m. on February 20, 2026.*

The Town Board reserves the right to reject all proposals, to request additional information concerning any proposal for purposes of clarification, to accept or negotiate any modification to any proposal following the deadline for receipt of all proposals, and to waive any irregularities if such would serve the best interests of the Town as determined by the Town Board.