



**CITY OF PORT ORCHARD
REQUEST FOR QUALIFICATIONS
CITY ATTORNEY GENERAL LEGAL SERVICES**

Interested individuals or firms are invited to submit qualifications for contracted City Attorney services.

The City Attorney is a contracted position. The Port Orchard Municipal Code provides that the Mayor appoint the city attorney subject to a confirmation vote by a majority of not less than four members of the city council. In lieu of the city attorney being a city employee, the city may enter into a personal service contract with a law firm or individual. The City intends to contract for legal services in January 2020.

Submissions are due at City Hall by 4:30 p.m. Pacific Time on November 15, 2019. Faxed proposals WILL NOT be accepted.

The Mayor seeks services encompassing the traditional scope of work including legal counsel, opinions, consultation and coordination with special counsel. Attendance at a variety of meetings will be required, including staff meetings and Council meetings as specified. This will not include prosecuting services and tort defense. For a copy of the RFQ you can access the City's website, www.cityofportorchard.us, under the Services -Bids and Proposals section, or by phone and contact the Human Resource Coordinator, Debbie Lund at 360-876-7014 or email dlund@cityofportorchard.us

Delivery: Submissions may be mailed, or hand delivered marked "City Attorney-Legal Services Proposal" to the City of Port Orchard City Hall. Please see the RFQ for specific information regarding delivery.

Communications: All communications regarding this request for proposals are to be directly to the City Human Resource Coordinator.