



**CITY OF MANCHESTER, IOWA
REQUEST FOR PROPOSALS (RFP)
CITY ATTORNEY SERVICES**

Issue Date: October 14, 2025
Proposal Due Date: November 6, 2025 by 2:00 p.m.
Submit To: City Clerk, City of Manchester, 208 East Main Street, Manchester, IA 52057 or
elearn@manchester-ia.org

I. INTRODUCTION

The City of Manchester, Iowa, is seeking proposals from qualified attorneys or law firms to provide City Attorney services for the City. The selected attorney or firm will be appointed by the City Council and will serve as the primary legal advisor to the City Council, Mayor, and City Staff.

II. SCOPE OF SERVICES

Services may include, but are not limited to:

- Attendance at regular and special City Council meetings as requested.
- Preparation and review of ordinances, resolutions, contracts, deeds, easements, and other legal documents.
- Providing legal opinions and advice to the City Council, Mayor, and City staff.
- Advising on municipal law matters including open meetings, public records, land use, zoning, code enforcement, and public improvements.
- Representing the City in civil proceedings and administrative hearings as directed by the City Council.
- Coordination with the City's insurance carrier and special counsel as necessary.

III. QUALIFICATIONS

Interested attorneys or firms should demonstrate:

- Experience in municipal law and representation of Iowa cities or similar governmental entities.
- Knowledge of Iowa Code provisions applicable to local government.
- Experience with land use, public improvements, contracts, and code enforcement.
- Ability to provide timely legal advice and services.

IV. PROPOSAL REQUIREMENTS

Proposals should include the following information:

1. **Letter of Interest** summarizing qualifications and understanding of municipal legal services.
2. **Description of Experience** in providing legal services to municipalities or public agencies.
3. **Fee Structure** detailing hourly rates and/or retainer options (if applicable).
4. **Availability** including office location, methods of communication, and anticipated response time for City inquiries.

V. SELECTION PROCESS

Proposals will be evaluated based on qualifications, relevant experience, responsiveness, and proposed fee structure. The City Council may invite selected applicants for an interview. The City reserves the right to accept or reject any or all proposals and to negotiate the terms of service.

VI. SUBMISSION DEADLINE

Proposals must be received no later than 2:00 p.m. on Thursday, November 6, 2025.

Submit proposals to:

City Clerk
City of Manchester
208 East Main Street
Manchester, IA 52057
ellearn@manchester-ia.org

VII. TERM OF APPOINTMENT

The City Attorney shall be appointed and serve at the pleasure of the City Council in accordance with the City's ordinances and applicable law. The City reserves the right to terminate the agreement at any time upon written notice.

VIII. ADDITIONAL INFORMATION

Questions regarding this RFP should be directed to:

City Manager Tim Vick
Phone: (563) 927-1116
Email: tvick@manchester-ia.org

City Clerk Erin Learn
Phone: (563) 927-1113
Email: ellearn@manchester-ia.org