

CITY OF WINCHESTER/CLARK COUNTY PLANNING COMMISSION

REQUEST FOR PROPOSALS

PLANNING COMMISSION LEGAL COUNSEL

DECEMBER 4, 2020

TABLE OF CONTENTS

SUMMARY.....	2
PROPOSAL GUIDELINES AND REQUIREMENTS.....	3
TIMELINE.....	3
REQUIREMENTS.....	4
SUBMISSION REQUIREMENT, EVALUATION CRITERIA.....	4
CONTRACT TERMS.....	5

SUMMARY

The Winchester/Clark County Planning Commission is accepting proposals from qualified candidates to fill the position of legal counsel for the Winchester/Clark County Planning Commission. The purpose of this request is to provide candidates with evaluation guidelines and criteria as well as a fair evaluation process for all interested parties.

The position will be awarded with a total budgeted salary of \$760 per meeting, or \$9,120 per year. The Winchester/Clark County Planning Commission will evaluate the qualifications using the City's procurement guidelines. Any and all proposals may be rejected.

PROPOSAL GUIDELINES AND REQUIREMENTS

This request for proposals (RFP) is an open and competitive process.

Submittals received after 4:00 p.m. EST, Monday, January 4, 2021, will not be considered and will be returned unopened.

The proposals must contain a resume containing at least four (4) previous employers/clients, and a list of qualifications, degrees, certifications, and at least three (3) professional work references.

Proposals should be sent to:

Planning and Community Development
32 Wall Street
P.O. BOX 40
Winchester, KY 40391

Contact Information

Questions concerning this application process should be addressed to Robert Jeffries, Director of Planning and Community Development at 859.744.7019 or rjeffries@winchesterky.com

TIMELINE

- This RFP is dated December 9, 2020. Submitters may also request a copy be sent via email by contacting Robert Jeffries at rjeffries@winchesterky.com
- Proposals are due no later than 4:00 p.m. EST, Monday, January 4, 2021
- Proposals will be evaluated immediately thereafter.
- The name of the selected Candidate will be decided on or around February 2, 2021.
- Negotiations will begin immediately with the successful candidate and work will begin on the date specified in the contract document.
- All other candidates will be notified on or around February 5, 2021.

REQUIREMENTS

Job Description/Duties

- Provide legal counsel to and represent the Planning Commission
- Previous work/familiar with Planning and Zoning law and/or Kentucky Revised Statutes Chapter 100
- Attend all Planning Commission meetings
- Review agendas and staff reports
- Available for consultations in between Planning Commission meetings

SUBMISSION REQUIREMENTS

Applicants shall submit their proposals with the following information:

- Contact information;
- Document describing the applicant's qualifications for the position;
- Summary of recent experience in legal services and/or similar positions;
- Experience of personnel, at least four (4) previous employers/clients;
- References: previous names and contact information, at least three (3) work references;
- Rate Schedule – provide an itemized rate schedule that reflects the work proposed in the scope of work. Should include typical hourly charge rates for labor classifications anticipated.

EVALUATION CRITERIA

- Proposal submitted by the applicant and how it aligns with the description and scope of work included in this RFP
- Qualifications
- Experience
- Candidate's professional personnel and their experience
- Previous work history and performance

CONTRACT TERMS

Contract terms will be negotiated by the Winchester/Clark County Planning Commission. Retention of the selected attorney or firm, if any, is conditioned upon execution of a written contract approved by the Winchester/Clark County Planning Commission. Each candidate will be evaluated using the City of Winchester's procurement guidelines, as well as an evaluation of the scope of work described in the submittal. All contracts are subject to review by City of Winchester and Clark County legal counsel(s), and a candidate will be awarded upon signing of an agreement or contract, which outlines terms, scope, budget and other necessary items. In no event shall any such contract preclude the termination of the representation at any time by official action of the Winchester/Clark County Planning Commission.