

Request for Proposals

Professional Services
Legal Services of City Attorney

The City of Mansfield will accept proposals from interested Legal Services companies to provide professional services for the City.

All proposals should be submitted to: Crystal Smallwood, City Clerk
P.O. Box 35
Mansfield, GA 30055

Proposals should be received at City Hall no later than 1:00 pm on December 28, 2023. All proposals should be clearly marked “**Professional Services, Legal Representation of the City of Mansfield**”.

The City of Mansfield reserves the right to reject any or all proposals and waive any informalities during the RFP process. The City may make such investigations as deemed necessary to ensure that the companies have the requisite experience, skills, and resources to serve the needs of the City throughout the term of the contract. In all cases, the needs and requirements of the City will be considered first. The proposal will be used for the purpose of generating a negotiated agreement with the City of Mansfield.

The term of the contract is considered to begin no later than January 1, 2024, and may be renewed each year for a period of 5 years. The agreement will be pursuant to GA Const. Art. IX, Section 2, Paragraph 3, O.C.G.A. § 30-6-13, and any other legal requirements.

The agreement is intended to provide for the professional service of Legal Representation for the City of Mansfield. The vendor will provide all equipment, personnel, expertise, facilities, financial resources, and management for this service.

All bid proposals shall be presented in a unit price for hourly labor and shall contain any other information requested herein.

Requests for additional information and questions may be addressed to: Crystal Smallwood, City Clerk, City of Mansfield, 3146 Hwy 11, Mansfield, GA 30055. Email: csmallwood@mansfieldga.gov.

Proposals will include, at a minimum, the following information:

1. Hourly rates for the City Attorney.
2. Hourly rates for all associates that may perform work that the City will be billed for.
3. Hourly rates to be assessed for any and all non-attorney personnel (i.e. paralegals, support staff, etc.) for work performed for the City of Mansfield.
4. Provide information showing experience, demonstrated competence, and qualifications of the City Attorney as well as associates as applicable.
5. Provide references regarding ability to serve as City Attorney.
6. Provide a local office, personnel, and contact number for inquiries.
7. Vendor will provide proof of Liability Insurance.

The City of Mansfield, Georgia is soliciting bids/proposals for the provision of Professional Services to include Legal Representation of the City of Mansfield. The bid package and all other information regarding bids and proposals for these services may be found on the City of Mansfield's website at www.mansfieldga.gov