



SANDY SPRINGS™
GEORGIA

ADDENDUM NUMBER 1

**REQUEST FOR QUALIFICATION #17-054
MUNICIPAL LEGAL SERVICES**

**QUALIFICATIONS DUE:
March 22, 2017
2:00 PM EST**

**City of Sandy Springs- Purchasing Division
7840 Roswell Road, Building 500
Sandy Springs, Georgia 30350**

COMPLETE THIS ADDENDUM, SIGN and SUBMIT with the RFQ.

Questions & Answers:

- 1) Is it expected that the selected provider will place 2 full-time staff attorneys at the City Hall offices 5 days per week, 8 hours per day?
Answer: Yes
- 2) Is it expected that the 2 full-time staff attorneys will only be permitted to work on Sandy Springs business?
Answer: Yes
- 3) Is the City Attorney expected to maintain office hours at the City Hall offices; and, if so, when?
Answer: Yes, see also Number 12 below.
- 4) How many offices are being provided for use by the selected vendor? How are these offices equipped?
Answer: 4 private offices and 2 cubicles. They will be equipped with standard office supplies and equipment, including computers and printers.
- 5) Would the selected City Attorney and Assistant City Attorney be permitted to represent other local government clients?

Answer: There is no prohibition included in the RFQ. However, the City would want to understand what the commitments to other clients might be as well as any potential conflicts of interests.

- 6) Does the filing of a non-judicial proceeding, such as an EEOC Charge, trigger the separate billing clause at Page 8 of the RFQ?

Answer: No, it is the City's intent to utilize full-time staff attorneys to respond to such proceedings.

- 7) Under the heading "VI. RESPONSE FORM AND CONTENT", "Response Submittal", at the top of page 11, the RFQ states that resumes and **licenses** shall not count against the page limit. Under the same heading, paragraph H – "Proposed Attorney(s)", number 1 (page 14), the RFQ requests information regarding "**certificates or licenses.**" Do you want Respondent to submit some proof of licensing, such as a print-out of the Georgia State Bar Directory showing that Respondent's team members are active and in good standing in Georgia or is it enough to state where a particular attorney is licensed?

Answer: Yes, respondents should submit proof of licensing.

- 8) Please provide your expectation in regard to this reference to certificates and licenses in the RFQ.

Answer: See number 7 above.

- 9) Do the certificates and affidavits attached as Exhibits (Exhibits B – E) to the RFQ count toward the Response page limitation (25 pages)?

Answer: No.

- 10) Will the appointed attorney or law firm also be the appointed attorney to the Development Authority and the Public Finance Authority?

Answer: The City attorney, Assistant City Attorney, or staff attorneys will represent the City at the Development Authority and the Public Facilities Authority meetings (not Public Finance Authority).

- 11) Is the use of more than two staff attorneys acceptable so long as the time expended is equivalent to two full time attorneys?

Answer: No, it is expected that the two attorneys work full-time at City Hall.

- 12) Are regular office hours required of any city attorney or staff attorney? If so, what is the City's expectation?

Answer: Yes. The position of City Attorney is part-time. Therefore, hours will be flexible. However, to the extent possible, the City Attorney should designate regular on site office hours. Staff attorneys are required to be full-time on site. See Section IV.B.

- 13) Will the City consider fee proposals for general counsel services, exclusive of litigation and real estate, other than a fixed retainer?

Answer: No. See Section IV.A.

14) Which of any of the following required components do not get counted against the specified twenty-five (25) page limit for Responses to RFQ#17-054?

- 1) The Response Signature and Certification form (which needs to be completed, signed and returned with the Response)
- 2) Letter of Transmittal / cover letter
- 3) Table of Contents
- 4) Executive Summary
- 5) Statement of Understanding
- 6) References
- 7) Corporate Certificate form (which needs to be completed, signed and returned with the Response)
- 8) RFQ Exh. A - Cost Response (proposed Fee Schedule) (to be submitted in a separate sealed envelope)
- 9) RFQ Exh. B – Certification of Contractor – Georgia Security and Immigration Compliance Act form (which needs to be completed, signed and returned with the Response)
- 10) RFQ Exh. C – Certification of Sponsor Drug-Free Workplace form (which needs to be completed, signed and returned with the Response)
- 11) RFQ Exh. D – Affidavit Verifying Status for City Public Benefit Application form (which needs to be completed, signed and returned with the Response)
- 12) RFQ Exh. E – Contractor Affidavit under O.C.G.A. 13-10-91(b)(1) form (which needs to be completed, signed and returned with the Response)

Answer: See Section VI. Resumes, Licenses, and Exhibits shall not count against the 25-page limit.

15) Our Firm has concerns regarding the placement of two full-time Firm employees at Sandy Springs. As the RFQ states, these Staff Attorneys will be employees of the Firm. However, their full-time roles at City Hall could give the impression that the Staff Attorneys are City employees or are otherwise present to give legal advice *in place of* the City Attorney. Our Firm believes that, as the City's highest legal officers, only the City Attorney and Assistant City Attorney should provide legal opinions to the City. The Firm envisions the Staff Attorneys primarily serving two roles: (1) As vital liaisons between City officials/staff and the City Attorney; and (2) performing legal services solely at the direction of the City Attorney, including research, contract drafting, ordinance drafting, etc.

- Question 1: Are the two (2) Staff Attorneys requested by Sandy Springs a requirement for selection?

Answer: Yes.

- Question 2: What role does Sandy Springs see for the two (2) Staff Attorneys who will be present full-time at City Hall?

Answer: See RFQ Section IV.

16) Has Sandy Springs obtained a report or needs audit indicating a need for two full-time, on-site staff attorneys? Having access to this information would assist in responding.

Answer: No. See RFQ.

17) If Sandy Springs has not obtained report or needs audit indicating a need for two full time, on-site staff attorneys, why do you believe that Sandy Springs needs two full-time, on-site staff attorneys?

Answer: Review Section IV. Scope of Services in RFQ.

18) What personnel will the staff attorneys be able to access i.e. secretarial, paralegal, receptionist, etc.?

Answer: The City will only provide a single receptionist for the City Manager's Office and City Attorney's office.

19) Does the City expect that all four lawyers, the City Attorney, Assistant City Attorney, and both staff attorneys, will be from the same firm?

Answer: This is not a requirement. See Exhibit H Section A and Section IX.E.

20) Is Sandy Springs open to alternatives to having two full-time, on-site staff attorneys?

Answer: No.

21) Are the full-time staff attorneys subject to billable hours for items included in Section IV.C?

Answer: No.

22) Does Section VI.G.5 apply to all legal services team members?

Answer: No, Section VI.G.5 applies only to the City Attorney and Assistant City Attorney.

I hereby acknowledge receipt of Addendum Number 1 for #17-054 Municipal Legal Services, for the City of Sandy Springs, GA 30350 and have incorporated the changes into my response for the abovementioned Request for Qualification.

COMPANY NAME: _____

CONTACT PERSON: _____

ADDRESS: _____ **CITY:** _____ **STATE:** _____

ZIP: _____ **PHONE:** _____

EMAIL ADDRESS _____

SIGNATURE: _____ **DATE:** _____