



City of Elgin

PO Box 128 – 790 S 8th Ave - Elgin OR 97827

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Request for Proposals City Attorney Services - Labor City of Elgin, Oregon

Open Until Filled

1. Introduction

- a. The City of Elgin (City) is seeking proposals from qualified and experienced firms or individuals for labor and employment legal services. The City plans to select one firm to award a contract based on subject matter expertise. Proposing firms should possess comprehensive knowledge in Oregon public sector labor law, specifically the Oregon Public Employees Collective Bargaining Act (PECBA), and federal and state employment laws. A complete description of services is provided under Section 3 of this document. The City's objective is to enter into one agreement that will provide these comprehensive services. The Request for Proposals (RFP) documents may be obtained at no cost at <https://www.Elgin.or.us/rfps>

The City's expectation of any consultant the City contracts with is that the consultant's values align with the City's values of highly ethical conduct, fiscal responsibility, respect for the City and others, and responsiveness to the City's customers.

The City is committed to ensuring equity and fairness in its contracting and purchasing process and increasing opportunities for minority-owned, women-owned, service-disabled veteran-owned, and emerging small businesses enterprises. Furthermore, the City strongly encourages its consultants to utilize these businesses when providing services and materials for city contracts and projects.

Proposals must be submitted to the City of Elgin, Attn: Alex McHaddad, City Administrator, cityadm@cityofelginor.org. Proposals will be received until 12:00 p.m. (PST), on Tuesday, September 2, 2026, for the purpose of selecting a proposal that evidences the highest level of qualifications to provide legal services related to labor and employment law. Proposals received after the deadline will not be considered.

- b. Elgin is a community where community members, businesses, and city government work together to ensure that the community retains its small-town character and thriving public events. The City has a population of over 1,800. The City provides a rich and vibrant atmosphere and functions as the region's retail and medical hub.

The City is a full-service municipality that operates under a council-manager form of government. The six elected councilors (all at-large) and the directly elected mayor comprise the City Council and act as representatives of the citizens. City Council sets policies for city government, enacts ordinances and



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hires, directs, and evaluates the City Attorney. In turn, the City Administrator is the City's elected chief executive officer, responsible for overall management and administration.

Municipal services are provided by approximately 11 city employees and a dozen volunteer EMT's. The City operates its own community development, water and sewer utilities, street management, planning, library, transfer station, and parks and recreation initiatives. The City cooperates and negotiates with one collective bargaining unit, the North Coasts States Carpenters Union Local #2851.

2. Scope of Work

The City of Elgin employs approximately 11 employees. From time to time, the City requires legal advice related to labor relations, including bargaining successor agreements, responding to grievances and unfair labor practices, and complex disciplinary issues. Additionally, the City seeks advice on non-labor employment issues related to new and existing legislation, federal and state requirements, and guidance through complex issues.

The City is interested in a firm that can deal with issues described below in separate categories. The categories are merely intended to indicate the diverse range of services the City may require.

Labor Representation

The City's single labor union agreement expires on June 30, 2027 and so negotiations for a successor agreement will need to begin well in advance of this date. The City requires various support in negotiations, including but not limited to, direct in-person negotiations, proposal and strategy review, and background support. Should the City find itself in interest arbitration, services may be required of the selected firm to represent the City in interest arbitration proceedings. The selected firm will assist in collective bargaining and provide ongoing, on-call support throughout the life of the collective bargaining agreements.

Additionally, the City may require assistance in responding to grievances, unfair labor practices, and/or unit clarification actions. The selected firm may represent the City in front of the Employment Relations Board (ERB), as needed.

Employment Law Assistance

On occasion, the City's human resources team requires assistance in handling complex employment issues, including reasonable accommodations under the Americans with Disabilities Act, complex family leave issues under FMLA and OFLA, implementation of the state's new paid family program, pay equity, and ongoing changes to federal and state legislation. The selected firm will serve in an on-call capacity to assist with various issues.

3. Qualifications and Experience



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The proposals will be reviewed by the City Administrator and the final selection will be made by the Elgin City Council. Selection will be on the basis of the following criteria:

- a. Must be a legal entity, currently registered to do business in the State of Oregon (per ORS 60.701);
- b. Must have been in business for at least three (3) years or demonstrate assigned staff years of experience to meet this qualification;
- c. Staff assigned to this contract must be licensed by the Oregon State Bar Association and in good standing;
- d. Must have relevant experience with other public sector clients of similar scope and complexity;
- e. Demonstrated experience with reasonable accommodations under the Americans with Disabilities Act, complex family leave issues under FMLA and OFLA, implementation of the state's new paid family program, and pay equity;
- f. Ability to best respond to various needs contained within this RFP; and
- g. Agree to execute the City's personal services agreement, if awarded.

4. Proposal Requirements

Proposals from individual or law firms will be considered. As a minimum, the proposal should include the following information:

- a. An overall introduction to the proposal, including a statement of your understanding of the work.
- b. Qualifications of you or your firm and of your support staff (include number of staff) to perform the work. By way of example, you may wish to address some or all of the following criteria:
 - i. Law school (including year of graduation), year of admission to Oregon State Bar, and years of practice.
 - ii. Years of labor law or other related law practice.
 - iii. Arbitration experience, including descriptions of representative cases and outcomes.
 - iv. Experience, in front of the Employment Relations Board (ERB).
 - v. Experience giving oral advice such as during the course of City Council meetings and by telephone to City staff.

c. Project Understanding and Approach.

Review the scope of work and describe the firm's approach for collaborating with city staff to conduct the work described. Provide any proposed recommendations for changes to the scope of work to better provide an efficient and effective process that engages the community and provides sound, defensible measures to complete the requirements of legal services related to labor and/or employment law. Based on the scope of work and any proposed revisions, outline the specific tasks to be performed, indicating which team members will be conducting the work. Provide an overall schedule for major tasks. Please identify



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a project manager and key members of the team and include an assessment of the capacity of each staff member to perform the work given their workload forecast.

- d. List of clients for whom you have provided similar services in the past. Include a list of references the City may contact. References should include municipal clients of a similar size to Elgin if available.
- e. Proposed Fee.

Proposals may provide for hourly billing, a monthly retainer, or a combination. Any proposals including a monthly retainer must clearly set out the services that are within and outside the retainer. Provide the proposed hourly rates for paralegals, associate attorneys, partner/shareholder attorneys, and any other billable position within the firm. Include fees for other items, such as reimbursable expenses and travel.

5. Proposal Selection and Evaluation

Each proposal will be judged on its completeness and quality of its content. The City reserves the right to reject any and all proposals or to negotiate individually with one or more firms, and to select one or more firms if determined to be in the best interest of the City. The City is not liable for any cost the Proposer incurs while preparing or presenting the proposal. All proposals will become part of the public file, without obligation to the City. Upon the completion of the evaluations and interviews, the City intends to negotiate a contract with the firm whose proposal is deemed to be most advantageous to the City.

Evaluation Criteria

In accordance with this document, the criteria listed below will be used to determine the apparent successful proposer. Proposals will be evaluated by the City Council as follows:

- a. Proposal submitted on time
- b. Qualifications
- c. Service understanding and approach
- d. Service timeframe
- e. Fee evaluation
- f. Interview with City Administrator and other City officials (if deemed necessary,)

Proposal Rejection

The City reserves the right to:

- Reject any and all proposals not in compliance with all public procedures and requirements;
- Reject any proposal not meeting the specifications set forth herein;
- Waive any or all irregularities in proposals submitted;
- Award any or all parts of any proposal; and
- Request references and other data to determine responsiveness.



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6. Selection Schedule

Review of the proposals and recommended selection will be made by the City Administrator and other City officials and could include an in-person interview of the lead candidate(s). Cost of the services will be negotiated between the parties as part of the City Council's selection process.

7. Limitations

In addition to all other rights granted to it under Oregon law, the City of Elgin reserves the right to waive formalities in the proposal process, to accept or reject any or all proposals received as a result of this request, to negotiate with qualified attorneys, or to cancel, in part or in its entirety, the request for proposals if it is in the best interest of the City to do so. City also reserves the right to negotiate separately with any Proposer whatsoever, in any manner necessary to serve the best interests of the City. This request for proposals does not commit the City to pay any costs incurred in the preparation of a proposal.

8. Contract Requirements

Contract

Selected Proposer will be asked to sign a contract with the City. The City will require specific levels of insurance and a federal tax identification number.

Contract Negotiations

The City reserves the right to negotiate final terms of the agreement as the City determines to be in its best interest. The City will begin negotiations once the City Council has selected the preferred Proposer and issued a notice of intent to award. If the City cannot come to terms with the selected Proposer, the City will formally terminate negotiations and enter into negotiations with the second preferred Proposer. This process will continue until the City reaches an agreement which the City deems appropriate for the services or determines a new solicitation is necessary.

Contract Award

The award of a contract is accomplished by executing a written personal services agreement that incorporates the proposal, clarifications, addenda, additions, and insurance. All such materials constitute the complete contract documents. The City Council, acting as the Contract Review Board, is required to authorize the award of contract at a regular session.

Please contact City Administrator Alex McHaddad at (541) 437-2253 with any questions or for further information.