

CITY OF PENDLETON



Request for Statements of Qualifications FOR QUALIFICATION BASED SELECTION

Professional Municipal Legal Services

The City of Pendleton, Oregon, invites qualified firms or practitioners to submit qualifications for part-time professional legal services for the City of Pendleton, Oregon.

Introduction

Pendleton Oregon has a population of approximately 17,000 and is located in northeastern Oregon on I-84. Pendleton has air service to and from Portland 3 times per day. The city government consists of 14 departments and include a water utility, regional airport, UAS test range, municipal court of record and convention center. The City has approximately 250 full and part time employees as well a seasonal staff. The Pendleton City Council meets on the 1st and 3rd Tuesdays of each month.

The City of Pendleton, Oregon is requesting Statements of Qualifications (SOQs) from qualified attorneys or law firms to provide **City Attorney and legal services**. The selected attorney or firm will provide legal counsel and representation to the City on a regular basis and as needed.

This RFQ is issued in accordance with applicable state and local procurement requirements. The City intends to select the most qualified respondent and negotiate a professional services agreement.

Scope of Services

The City is seeking a firm or attorney to serve as its **regular City Attorney**, providing ongoing legal services as well as additional legal services as called for by the City.

Services may include, but are not limited to:

- General legal and ethics advice to City Council, City Manager/Administrator, and City staff
- Attendance at City Council meetings and occasional special, and executive sessions as requested
- Drafting, reviewing, and revising ordinances, resolutions, contracts, agreements, policies and routine documents upon request
- Providing advice and oversight to City staff in the areas of:
 - Public records and public meetings law compliance
 - Municipal code interpretation and enforcement
 - Risk management and liability matters
 - Representation of the City in administrative proceedings and litigation, as requested
 - Coordination with outside counsel when specialized legal services are required
- Advise on
 - Land use, zoning, and development matters
 - Employment and labor law matters
 - Real Estate transactions and development projects
 - Lien foreclosure

The City anticipates that basic services will be provided on a regular basis, with additional services provided as requested for an estimated approximately 15-20 hours per week. Compensation may include a monthly retainer, hourly rates for services outside the base scope, or a combination thereof, as negotiated.

The successful firm or practitioner must demonstrate expertise and experience in the field of Oregon municipal law. At a minimum, prospective firms or practitioners must meet the following eligibility criteria to be considered responsive to this RFQ:

- 1) Be a member(s) of the Oregon State Bar in current standing;
- 2) Have or demonstrate the ability to obtain Professional Liability Insurance coverage as required by Oregon law, as well as workers comp, and motorist vehicle insurance coverage, if applicable;
- 3) Have the ability to travel to Pendleton as needed;
- 4) Statement of qualifications and experience in municipal or public sector legal services; and
- 5) Have no conflicts of interest that would prevent representation of the City.

Instructions for Qualifications Submittal

Statement of Qualifications

City of Pendleton requests a Statement of Qualifications to be received by **4:00 pm on April 22, 2026**, addressed to Susan Doescher, Legal Department, and briefly state the qualifications for providing on-going municipal legal services as general municipal counsel for the City of Pendleton. The letter shall also state the intended overall point of contact for this work. The executed letter may be faxed to 541.966.0231 or emailed to:

susan.doescher@pendletonor.gov

The letter shall be used to verify qualifications and assist with identifying all interested firms and practitioners. It is the responsibility of the submitter to verify the Statement of Qualifications has been received by email confirmation or by contacting 541.966.0235.

Contents of Submission

1. **Cover Letter**
 - Firm name, address, and primary contact information
2. **Firm Overview**
 - Size of firm and office locations
 - Areas of practice relevant to municipal law
3. **Relevant Experience**
 - Description of experience providing legal services to cities or public agencies
 - Examples of comparable work
4. **Key Personnel**
 - Identification of the attorney(s) who would primarily serve the City
 - Resumes and relevant experience
5. **Approach and Availability**
 - Description of the firm's approach to providing ongoing City Attorney services
 - Availability for regular meetings, timely legal review, and urgent or special matters
6. **Fee Structure**
 - Proposed hourly rates and/or retainer options
 - Any additional fees or costs
7. **References**
 - At least three references from current or former public-sector clients

Evaluation Criteria

The City will evaluate and weigh the proposals based on the following criteria:

1. Experience & Qualifications in municipal practice (25–35%)
2. Proposed Team & Staffing Plan (15–20%)
3. Approach & Understanding of Municipal Needs (15–20%)
4. Cost & Fee Structure (15–25%)
5. Past Performance & References (10–15%)
6. Capacity, Availability & Responsiveness (5–10%)
7. Compliance with RFP Requirements (Pass/Fail or 5%)

The City reserves the right to interview one or more respondents prior to selection.

City reserves the right to determine if, in the City's interest and sole discretion, the work should be awarded to more than one Proposer based on the evaluation of the strengths of the Proposer's submittal. In such instance, this will be discussed with the proposing managers representing each Proposer before award is recommended to City Council.

General

The City reserves the right to:

- Reject any or all SOQs
- Waive informalities or irregularities
- Request clarification or additional information
- Cancel this RFQ at any time

Questions may be directed to:

Charles Byram

Assistant City Manager

charles.byram@pendletonor.gov