



# BOARD OF COMMISSIONERS

1 S. Main St., 8<sup>th</sup> Floor  
Mount Clemens, Michigan 48043  
586.469.5125 FAX 586.469.5993  
macombcountymi.gov/boardofcommissioners

## AD HOC COMMITTEE TO REVIEW RFP RESPONSES FOR INDEPENDENT COUNSEL

THURSDAY, APRIL 14, 2011

### AGENDA

1. Call to Order
2. Pledge of Allegiance
3. Adoption of Agenda
4. Public Participation (five minutes maximum per speaker, or longer at the discretion of the Chairperson related only to issues contained on the agenda)
5. Request for Proposal (RFP) for Macomb County Board of Commissioners Independent Counsel (mailed)
6. Letter from Ad Hoc Committee Chair Re: Review Process (mailed)
7. Presentations by Applicants for Macomb County Board of Commissioners Independent Counsel:
  - a) Beier Howlett
  - b) Clark Hill
  - c) GMH (Giarmarco, Mullins & Horton, P.C.) *WITHDRAWN 4-14-11*
  - d) Mantese Honigman Rossman & Williamson, P.C.  
(proposals were placed in Commissioners mailboxes)
8. New Business
9. Public Participation (five minutes maximum per speaker or longer at the discretion of the Chairperson)
10. Adjournment

**MEMBERS:** Flynn-Chair, Sabatini-Vice-Chair, Gralewski, Moceri, Smith, Tocco and Vosburg (ex-officio).

### MACOMB COUNTY BOARD OF COMMISSIONERS

Kathy D. Vosburg  
District 8  
Chair

Marvin E. Sauger  
District 2  
Vice Chair

Fred Miller  
District 9  
Sergeant-At-Arms

Toni Moceri - District 1

David Flynn - District 4

James L. Carabelli - District 6

Roland R. Frascetti - District 10

Bob Smith - District 12

Phillip A. DiMaria - District 3

Ray Gralewski - District 5

Don Brown - District 7

Kathy Tocco - District 11

Joe Sabatini - District 13

RESOLUTION NO. \_\_\_\_\_

FULL BOARD MEETING DATE: \_\_\_\_\_

AGENDA ITEM: \_\_\_\_\_

**MACOMB COUNTY, MICHIGAN**

**RESOLUTION TO** receive and file the Request for Proposal (RFP) for Macomb County Board of Commissioners Independent Counsel

**INTRODUCED BY:** David Flynn, Chair, Ad Hoc Committee to Review RFP Responses for Independent Counsel

**COMMITTEE/MEETING DATE**

Ad Hoc 4-14-11

**BID ITEM 10-11**  
**PROPOSAL: BOARD OF COMMISSIONERS LEGAL SERVICES**



**OBJECTIVE**

The purpose of this Request for Proposal (RFP) is to select independent legal counsel to advise and represent the Macomb County Board of Commissioners on a contractual basis under appointment by resolution.

**SUBMISSION PROCEDURES**

**Date Due:** Tuesday, April 5, 2011, 10 a.m., local time.

Proposals will be publicly opened and read.

**DELIVER TO THE 13<sup>TH</sup> FLOOR PURCHASING DEPARTMENT BY DUE DATE & TIME. NO LATE BIDS ACCEPTED**

**Mail to:** Macomb County Purchasing  
Polly A. Helzer, Purchasing Manager  
10 N. Main Street – 13<sup>th</sup> Floor  
Mt. Clemens, MI 48043

**Return:** One (1) original and thirteen (13) copies of the proposal.  
Clearly mark as "original" the signed copy of the proposal on the cover sheet.  
Clearly mark on the mailing envelope:  
**SEALED BID ITEM 10-11 BOARD OF COMMISSIONERS LEGAL SERVICES**  
Submit on an 8 ½ by 11 inch format.  
Label all submission envelopes with the company name on the outside.  
Complete and return all pages requiring vendor response.

**MODIFICATIONS**

Macomb County vendors should be registered on the Michigan Inter-governmental Trade Network (MITN) website [www.mitn.info](http://www.mitn.info). Clarifications, modifications, or amendments may be made to this document at the discretion of the Macomb County Purchasing Department prior to the opening of the solicitations. Should any such changes be made, an addendum will be issued and posted on the MITN website. It is the responsibility of the bidder to check the website for any changes.

**QUESTIONS**

**Due:** Friday, March 25, 2011, 4 p.m.

**Submit to:** Email: [donna.sutherland@macombcountymi.gov](mailto:donna.sutherland@macombcountymi.gov)  
Fax: 586-469-6612

Questions regarding bid specifications may be directed in writing only, by email or fax. All questions or clarifications must be directed to the Purchasing Department. Any attempt to contact a County department, other than Purchasing, regarding current bids may be grounds for disqualification as a vendor. Answers will be posted to MITN.

**ERRORS, OMISSIONS, AND/OR DISCREPANCIES**

Bidder shall not be allowed to take advantage of errors, omissions, and/or discrepancies found in these specifications.

**TERM OF CONTRACT**

The contract will be for a one (1) year period to be determined after award of bid.

**RENEWAL**

The proposed agreement may be renewed for two one-year extensions with a total of three possible years for the bid, provided that by 45 days prior to end of the contract both parties agree to an extension under the same terms and conditions as exist in the current contract.

**BID ITEM 10-11**  
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**RIGHT TO REJECT**

The County of Macomb reserves the right to reject any or all bids in whole or in part and to waive any informalities therein, or accept any bid it may deem in the best interest of the County.

Note: Past experience and performance may be a factor in making an award.

**TERMINATION**

The County of Macomb reserves the right to terminate any award to the bidder for cause without any liability, upon 30 days notice from the manager of Purchasing.

**OFFER PERIOD**

Bids will remain firm for a period of one hundred twenty (120) days after official opening of bids.

**SALES AND EXCISE TAXES**

The County of Macomb, being a governmental unit, is exempt from sales and federal excise taxes. Our tax I.D. number is 38-6004868. The price is to be net, exclusive of any taxes.

**INDEMNIFICATION**

Macomb County will not be responsible for injury to contractor's employees, subcontractors, or to third parties caused by the contractor's agents, servants or employees. Therefore, the contractor agrees to incorporate the below hold harmless agreement into the required insurance and to be evidenced by being contained in the certificate of insurance. Further, the below listed indemnification is incorporated and is part of the subject contract.

The contractor agrees to protect, defend, indemnify and hold the County of Macomb and its commissioners, officers, employees and agents free and harmless from and against any and all losses, penalties, damages, settlements, costs, charges, professional fees, or other expenses or liabilities of every kind and character arising out of or relating to any and all claims, legal fees, liens, demands, court costs, obligations, actions, proceedings or causes of action of every kind and character in connection with or arising directly or indirectly out of this agreement and/or the performance hereof. Without limiting the generality of the foregoing, any and all such claims, etc. relating to personal injury, death, damage to property, defects in materials or workmanship, or any actual or alleged violation of any applicable statute, ordinance, administrative order, rule or regulation, or decree of any court, shall be included in the indemnity hereunder.

The contractor further agrees to investigate, handle, respond to, provide defense for and defend any such claims, etc. at his sole expense and agrees to bear all other costs and expenses related hereto, even if it (claims, etc.) is groundless, false or fraudulent. In any case in which this indemnification would violate legal prohibition, the foregoing provision concerning indemnification shall not be construed to identify the County for damage arising out of bodily injury to persons or damage to property caused by or resulting from the sole negligence of the County, its commissioners, officers, employees or agents.

**BID ITEM 10-11  
PROPOSAL: BOARD OF COMMISSIONERS LEGAL SERVICES**



**LIVING WAGE POLICY**

The County shall not enter into any Contract for services with any Contractor who does not demonstrate that it pays its work force a Living Wage. The Contractor shall be required to maintain this rate of pay for the duration of the Contract period.

*Living Wage* shall mean an hourly wage rate, which on an annual basis (based on forty hours per week, fifty weeks per year) is equivalent to either of the following:

- (a) one hundred and twenty five percent (125%) of the Federal Poverty Level; or
- (b) one hundred percent (100%) of the Federal Poverty Level, if Health Care Benefits are provided to the Employee.

Contractors shall maintain a listing of the name, address, date of hire, occupation, classification, rate of pay and benefits paid for each of their Employees covered by this policy and shall submit a copy of the list to the Auditor by June 30, and December 31 of each year covered by the Contract. Employers shall maintain payroll records for all Employees and shall preserve them for a period of at least four (4) years. Employers shall permit access to job sites and relevant payroll records for authorized County representatives for the purpose of monitoring compliance with this policy, investigating Employee complaints of non-compliance and evaluating the operation and effects of this policy. An Employer who fails to submit documents, declarations or information required to demonstrate compliance with this policy shall be deemed non-compliant or non-responsive and shall have the Contract payments denied or suspended until compliance is demonstrated.

**FEDERAL E-VERIFY PROGRAM**

The Macomb County Board of Commissioners has established a policy regarding the Federal E-Verify Program. This policy states that future contracts (including both new and reviewing contracts) between Macomb County and contractors and vendors who provide services in excess of twenty-thousand dollars (\$20,000) shall require the contractors and vendors to register with, participate in, and utilize the E-Verify Program (or any successor program implemented by the federal Department of Homeland Security and Social Security Administration) when hiring their employees and require the County's Human Resources Department to utilize the E-Verify Program (or any successor program implemented by the federal Department of Homeland Security and Social Security Administration) when hiring new employees.

For more information about E-Verify, go to [www.uscis.gov](http://www.uscis.gov). Click on the E-Verify icon on the bottom left-hand corner of page.

**ACKNOWLEDGMENT OF MACOMB COUNTY'S POLICY  
REQUIRING PARTICIPATION IN THE FEDERAL E-VERIFY PROGRAM  
AND CERTIFICATION OF COMPLIANCE**

The undersigned hereby acknowledges receipt of a copy of the policy of the Macomb County Board of Commissioners requiring contractors, including those providing professional services, who provide services in excess of \$20,000 a year to the County to register and participate in the Federal E-Verify Program.

The undersigned hereby certifies that effective September 1, 2009, (he/she/it) will comply with this policy and will register with, participate in and utilize the E-Verify Program or any successor program implemented by the Federal Department of Homeland Security and Social Security Administration when hiring employees.

DATED: \_\_\_\_\_

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Printed or Typed Signature

\_\_\_\_\_  
Name of Company

**BID ITEM 10-11  
PROPOSAL: BOARD OF COMMISSIONERS LEGAL SERVICES**



**INSURANCE**

**COMMERCIAL GENERAL LIABILITY INSURANCE**

Shall be written on an occurrence basis with limits of Liability of not less than \$1,000,000 (one million dollars) as combined single limit for each occurrence of bodily injury and personal injury with an annual aggregate of not less than \$2,000,000 (two million dollars). The policy shall include;

- a. Contractual Liability
- b. Products and Completed Operations
- c. Independent Contractors Coverage
- d. Broad Form General Liability Extensions or equivalent

**WORKERS' COMPENSATION**

Workers' Compensation Insurance meeting Michigan statutory requirements. Employer's Liability Insurance with minimum limits of \$500,000 each accident. \$500,000 bodily injury by disease policy limit, \$500,000 bodily injury by disease each employee.

**AUTOMOBILE LIABILITY INSURANCE**

Motor Vehicle Liability Insurance including Michigan NO-FAULT Coverage for all vehicles, owned and non-owned, leased and hired used in the performance of this contract with limits of \$1,000,000 (one million dollars) as the combined single limit for each occurrence for bodily injury and property damage.

All certificates of insurance and duplicate policies shall contain the following:

**PROFESSIONAL LIABILITY/ERRORS & OMISSIONS**

Professional Liability Insurance with minimum limits of \$1,000,000 (one million dollars) each occurrence and \$2,000,000 (two million dollars) aggregate.

The County of Macomb shall be named additional insured on all policies (excluding Worker's Compensation) and the underwriters will have no right of recovery or subrogation against the County of Macomb including its agents, employees, elected and appointed officials and agencies. It being the intention of the parties that the insurance policy so effected will protect both parties in primary coverage for any and all losses covered by the subject policy. The insurance carrier(s) must have an A.M. Best rating of no less than an A-, VII.

The insurance company(s) issuing the policy or policies will have no recourse against the County of Macomb for payment of any premiums or for assessments under any form of policy.

The contractor will assume any and all deductibles in the above any and all deductibles in the above-described insurance policies.

The term "INSURED" is used severally, not collectively, but the inclusion in this policy of more than one insured will not operate to increase the limit of the County's liability.

All certificates are to provide (20) days notice of material change or cancellation. Certificates of insurance must be provided no less than (10) working days before commencement of work to the County of Macomb, Administration Building, One South Main Street, Mt. Clemens, Michigan 48043 Attention: Department of Risk Management.

**BID ITEM 10-11  
PROPOSAL: BOARD OF COMMISSIONERS LEGAL SERVICES**



**GENERAL INFORMATION**

In further description of this proposal, we desire to submit sheets marked as follows:

Bidding under the name of: \_\_\_\_\_

Federal Employer Identification Number: \_\_\_\_\_

which is (check one of the following):

Corporation, incorporated under the laws of the State of:

Partnership, consisting of (list partners):

Assumed Name (Register No.) \_\_\_\_\_

Individual

AUTHORIZED SIGNATURE: \_\_\_\_\_

Printed or typed signature: \_\_\_\_\_

Title: \_\_\_\_\_

Address: \_\_\_\_\_

City, State: \_\_\_\_\_

Date: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Fax Number: \_\_\_\_\_

Email: \_\_\_\_\_

Dun & Bradstreet Number (if applicable): \_\_\_\_\_

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When payment on such order or contract is to be directed to the same company at an address different from above, please list the address to be used below:

**BID ITEM 10-11  
PROPOSAL: BOARD OF COMMISSIONERS LEGAL SERVICES**



**WORK REFERENCES**

BIDDER'S COMPANY NAME \_\_\_\_\_

Please list at least three (3) companies or public agencies for which you have done similar work.

NAME OF COMPANY \_\_\_\_\_

CONTACT PERSON \_\_\_\_\_

ADDRESS \_\_\_\_\_

TELEPHONE NO. \_\_\_\_\_

NAME OF COMPANY \_\_\_\_\_

CONTACT PERSON \_\_\_\_\_

ADDRESS \_\_\_\_\_

TELEPHONE NO. \_\_\_\_\_

NAME OF COMPANY \_\_\_\_\_

CONTACT PERSON \_\_\_\_\_

ADDRESS \_\_\_\_\_

TELEPHONE NO. \_\_\_\_\_

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TELEPHONE NO. \_\_\_\_\_

NAME OF COMPANY \_\_\_\_\_

CONTACT PERSON \_\_\_\_\_

ADDRESS \_\_\_\_\_

TELEPHONE NO. \_\_\_\_\_



**BID ITEM 10-11  
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**PRICE SHEET**

Specification Details Relating to Price Sheet:

7. The proposed fee structure, including all service costs and all costs that would be billed. Retainers, fixed fees, hourly rates and other proposed fee structures should be listed if the firm wishes to offer them.

A. If quoted, hourly rates must be billed in one-tenth hour increments.

B. All bills shall itemize by date of service the attorneys or other personnel providing the service, a detailed description of the service provided by that personnel, the time spent by that personnel, the rate for that service, the amount billed for that service (if hourly, this would be the time spent multiplied by the rate), and an itemized list of costs and expenses related to the services performed without any multiplier.

**Please feel free to use additional paper if more space is required for your answer.**

Please provide a complete Cost Proposal including hourly rates for all personnel. Clearly define all relative direct and indirect costs and hourly minimums. The Cost Proposal shall be inclusive for three (3) years.

General Hourly Rate per Category

<u>Staff Category</u>	<u>Unit Pricing</u>
Principal/Attorney	\$ _____ / hr.
Associate Attorneys	\$ _____ / hr.
Paralegals	\$ _____ / hr.
_____	\$ _____ / hr.
_____	\$ _____ / hr.
_____	\$ _____ / hr.
_____	\$ _____ / hr.
 <u>Subcontracted Category</u>	
_____	\$ _____ / hr.
_____	\$ _____ / hr.
_____	\$ _____ / hr.
_____	\$ _____ / hr.

**BID ITEM 10-11  
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What is the percentage increase for subsequent years of this contract in all categories including subcontracted services?

2011 \_\_\_\_\_ %

2012 \_\_\_\_\_ %

2013 \_\_\_\_\_ %

Please identify all direct and indirect costs, including any and all minimums relative to hourly rates and other cost categories.

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Please identify how travel time is handled and invoiced.

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**Reimbursable Expenses**

Overnight Mail Charges	\$ _____
Transportation Expenses	\$ _____
Copies	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____

**BID ITEM 10-11**  
**PROPOSAL: BOARD OF COMMISSIONERS LEGAL SERVICES**

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We the undersigned, in response to Bid Item 10-11 Board of Commissioners Legal Services, offer and agree to provide independent legal counsel to advise and represent the Macomb County Board of Commissioners on a contractual basis for the pricing as outlined above in this bidding document:

AUTHORIZED SIGNATURE \_\_\_\_\_

PRINT SIGNATURE \_\_\_\_\_

COMPANY NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY, STATE, ZIP \_\_\_\_\_

TELEPHONE NUMBER \_\_\_\_\_

EMAIL \_\_\_\_\_

DATE \_\_\_\_\_

**BID ITEM 10-11**  
**PROPOSAL: BOARD OF COMMISSIONERS LEGAL SERVICES**

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**SPECIFICATIONS**

The Macomb County Board of Commissioners is seeking independent legal counsel to advise and represent it on a contractual basis under appointment by resolution. The successful firm and/or attorney must provide a designated individual to serve as the Board's independent legal counsel and must have the capability to provide expertise in all areas of law specified in this Request for Proposal.

Macomb County became a Home Rule Charter county on January 1, 2011. Accordingly, the Board is the legislative body and has the authority to retain independent legal counsel to provide legal services for specific projects or issues relative to its powers and duties as deemed necessary by the Board. (Section 4.10).

Under the Macomb County Home Rule Charter (Section 7.5.1), the Board is represented by the County's appointed Corporation Counsel. The Board's independent legal counsel will therefore provide only those legal services that the Board or its authorized representative may from time to time request of the Board's independent legal counsel.

Macomb County is the ninth smallest of Michigan's 83 counties in area (with 482 square miles), yet it ranks third in population with 825,000 residents. It is one of three principal counties that comprise the Detroit Metropolitan area. Among the county's 27 municipalities are three of the state's ten largest communities—Warren (3rd), Sterling Heights (6th), and Clinton Township (10th). Macomb County consistently offers the lowest tax base in the region with only 11 cents of every property tax dollar going to support county services. Macomb County has the highest possible credit rating from Moody's (AAA) and Standard & Poor's (AAA), one of only 34 counties in the nation to achieve this status.

The Board's legal counsel must therefore either individually or with the assistance of other attorneys within the selected law firm be able to render legal services related to all areas of law affecting Michigan charter counties including, but not limited to, the following:

- General municipal law
- County governance
- Charter interpretation
- Ethics
- Freedom of Information Act
- Governmental cooperation, consolidation and restructuring
- Governmental liability and immunity
- Open meetings Act
- Ordinance and resolutions drafting and interpretation
- Parliamentary procedure

In addition to demonstrating the required substantive experience and expertise, proponents should demonstrate proven capability in (i) dealing with elected and appointed officials, staffs, boards, commissions and citizens even in difficult meetings and situations, (ii) preparing clear, concise and accurate ordinances and resolutions, (iii) delivering well-researched, well-reasoned, clear and concise written legal opinions, (iv) explaining complex legal issues in open and closed meetings, (v) advising and guiding boards on controversial issues, (vi) working well with those with opposing views and positions, (vii) finding resolutions to issues that are acceptable to multiple parties, and (viii) delivering services in a timely and cost-effective manner.

**BID ITEM 10-11**  
**PROPOSAL: BOARD OF COMMISSIONERS LEGAL SERVICES**

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All proponents must be currently licensed to practice law in the state of Michigan. Law firms and primary contacts, including the designated Board's independent legal counsel, must list any individual and law firm rating by any rating entity such as Martindale Hubbell.

Proposals must also include the following:

1. The name of the firm, the location of the firm's primary office and of any offices within Wayne, Oakland, St. Clair and Macomb counties. Please also describe your normal business hours and indicate if flexibility exists to accommodate activities outside of normal business hours such as evening meetings or conversations. Indicate if you have staff available to act in your absence should you be unreachable.
2. The names and contact information, including best method of contact, of attorneys who will be designated as the independent legal counsel, in a back-up role as the Board's independent legal counsel or to provide substantive expertise in the areas of law listed above.
3. Resumes of each of those attorneys.
4. A description of the firm's municipal law expertise, including if available, a list of noteworthy accomplishments or projects in representing municipalities.
5. A list of current and former municipal clients.
6. References and contacts from current and former municipal clients who can speak to the substance expertise and the capabilities of the firm and the designated attorneys.
7. The proposed fee structure, including all service costs and all costs that would be billed. Retainers, fixed fees, hourly rates and other proposed fee structures should be listed if the firm wishes to offer them.
  - A. If quoted, hourly rates must be billed in one-tenth hour increments.
  - B. All bills shall itemize by date of service the attorneys or other personnel providing the service, a detailed description of the service provided by that personnel, the time spent by that personnel, the rate for that service, the amount billed for that service (if hourly, this would be the time spent multiplied by the rate), and an itemized list of costs and expenses related to the services performed without any multiplier.
8. Proposals should be based on either an hourly rate, or a monthly or yearly retainer. Macomb County reserves the right to re-evaluate the necessity of this arrangement at any time, and services will be on an as-needed basis. There is no guarantee of a minimum amount of hourly work or daily, weekly, monthly or yearly work.
9. A statement as to whether or not the firm or any of its attorneys currently have relatives, clients or previous clients that may result in a conflict precluding the firm's ability to provide the services sought by the Board.
10. A copy of current insurance for malpractice and/or errors and omission claims.
11. A list of legal action, *i.e.* litigation, claims, grievances, complaints or lawsuits filed against the firm or any of its attorneys that allege claims for breach of contract, breach of fiduciary duties, misuse of funds and or malpractice..

**BID ITEM 10-11**  
**PROPOSAL: BOARD OF COMMISSIONERS LEGAL SERVICES**

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The Board may select one or more proponents for an interview. The Board intends to award the contract to the respondent it deems best qualified to perform the services considering costs and other factors. The Board reserves the right, in its absolute discretion, to reject any or all proposals, to waive irregularities, informalities and/or non-conformities in any proposal, to negotiate with selected proponents, and to award the contract to the proponent as it deems in the best interests of the Board of Commissioners and the County.

Faxed or electronically submitted proposals will not be accepted. Once received, proposals will not be returned and may not be altered or modified.

**SELECTION CRITERIA**

All proposals received in a timely fashion shall be evaluated and ranked. The company(ies) selected will be chosen on the basis of the apparent greatest benefit to the Macomb County Board of Commissioners including, but not limited to the following:

1. The overall experience of the company.
2. Experience and qualifications of attorney, particularly in areas affecting Michigan Charter Counties:
  - General municipal law
  - County governance
  - Charter interpretation
  - Ethics
  - Freedom of Information Act
  - Governmental cooperation, consolidation and restructuring
  - Governmental liability and immunity
  - Open meetings Act
  - Ordinance and resolutions drafting and interpretation
  - Parliamentary procedure
3. Experience and qualifications of the company's personnel assigned to this contract.
4. Depth and stability of the company.
5. Accessibility and responsiveness of attorneys and staff.
6. Cost relating to the full billing rates for the attorney and each additional person assigned to this contract, identified reimbursable expenses and any other charges identified.

The Macomb County Board of Commissioners reserves the right to interview one or more of the qualifying companies as part of the evaluation and selection process. The decision as to which proposer(s) to contact (if any) will be based upon the most qualified, capable, experienced and cost effective proposal determined in the evaluation process.

# **RECYCLABLE PAPER**

RESOLUTION NO. \_\_\_\_\_

FULL BOARD MEETING DATE: \_\_\_\_\_

AGENDA ITEM: \_\_\_\_\_

**MACOMB COUNTY, MICHIGAN**

**RESOLUTION TO** receive and file the April 7, 2011 letter from the Ad Hoc Committee Chair regarding the review process

**INTRODUCED BY:** David Flynn, Chair, Ad Hoc Committee to Review RFP Responses for Independent Counsel

**COMMITTEE/MEETING DATE**

Ad Hoc                      4-14-11





# BOARD OF COMMISSIONERS

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April 7, 2011

TO: Commissioners Sabatini, Gralewski, Mocer, Smith, Tocco  
FROM: Commissioner David Flynn, Chair, Ad Hoc to Review RFP  
RE: RFP for BOC Legal Services Review Process

Thank you for your willingness to serve on the Ad Hoc committee formed for the purpose of reviewing responses to the RFP to select independent counsel which will advise and represent the Board of Commissioners on a contractual basis. Eight submissions to the RFP were received by the Purchasing Department by the Tuesday, April 5, 2011, 10 a.m. deadline.

Three meetings have been scheduled as follows:

1. Thursday, April 14 at 6:30 p.m.
2. Wednesday, April 20 at 6:30 p.m.
3. Tuesday, April 26 TBD

Our committee's tasks will include establishing the process for selection, interviewing qualified applicants and making a formal recommendation to the Board Operations Committee.

Four applicants will deliver presentations to the committee at the April 14<sup>th</sup> meeting. The remaining four applications will present on April 20<sup>th</sup>. After presentations, commissioners will have the opportunity to ask questions of the applicants. The order of presentations will be alphabetically to ensure fairness during deliberation. On Tuesday, April 26<sup>th</sup>, the committee will complete unfinished business and have a recommendation to submit to the Board Operations committee.

The committee will be evaluating bids on the criteria set forth in the RFP; the RFP will be included in the Meeting Notice packet of materials. Applicants should be prepared to answer general Charter questions regarding budgetary, oversight and confirmation powers of the Board of Commissioners.

I am looking forward to serving as Chair and welcome your input as to how this process can be as transparent and efficient as possible.

Thanks.

CC: Board of Commissioners  
Corporation Counsel  
Law Firm Respondents

## MACOMB COUNTY BOARD OF COMMISSIONERS

Kathy D. Vosburg  
District 8  
Chair

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District 2  
Vice Chair

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District 9  
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