



## CITY OF GEARHART

### **Staff Report**

For City Council Meeting - 8/6/2025

### ***Subject - New Business - City Attorney Services RFP***

**Synopsis:** The Council was informed at the July City Council meeting that the City Administrator had executed an interim professional services agreement for attorney services with Beery, Elsner & Hammond, LLP (BEH) following the unexpected loss of our City Attorney, Peter Watts. An RFP (request for proposals) was published July 2nd with a closing date of July 17th. However, the City only received one bid. While the bidder is competitive, staff feels it in the best interest of the City to amend the current RFP schedule and post again in the hopes of receiving more bids for comparison.

**Recommendation:** Staff recommends Council agree via consensus to publish the City Attorney Services RFP again.

**Legal Analysis:** Proposals were advertised on the League of Oregon Cities' RFP site, the Association of Oregon Counties website, the City website, social media, blog, and emailed to various local entities.

**Financial Analysis:** N/A

Respectfully Submitted,

A handwritten signature in black ink, appearing to read 'CHAD', is written over a horizontal line.

Chad



## **Request for Proposals for City Attorney Services**

**City of Gearhart, Oregon**

### **Introduction**

The City of Gearhart, Oregon is seeking proposals from qualified individuals or firms to provide City Attorney services on a contractual basis. The selected attorney or firm will serve as general legal counsel to the City Council, the Mayor, and City staff. Services may include but are not limited to legal advice, land use and development review, ordinance and resolution drafting, attendance at meetings, contract review, and representation in legal proceedings.

The successful proposer will be expected to attend Council meetings, provide timely legal opinions, and help ensure the City conducts its operations within applicable legal and ethical frameworks.

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### **City Overview**

- **Population:** Approximately 1,909
- **Employees:** 13
- **Form of Government:** Mayor–Council
- **Location:** Gearhart, Oregon
- **Website:** [www.cityofgearhart.com](http://www.cityofgearhart.com)

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### **Scope of Services**

The City is seeking a City Attorney to provide the following general services:

- Provide legal advice to the City Council, Planning Commission, Mayor, City Manager, and staff.
- Attend regular City Council meetings (monthly), Planning Commission meetings (monthly) and work sessions as requested.
- Review, draft, or approve ordinances, resolutions, contracts, and policies.

- Advise on land use and zoning issues.
- Ensure compliance with public meetings, public records, election, and ethics laws.
- Represent the City in administrative proceedings and coordinate with outside counsel when necessary.
- Support code enforcement and potential litigation as required.

The estimated level of service is expected to range from **10 to 30 hours per month**, depending on city needs. This is only an estimate and may vary over time.

City Council meetings are held on the **first Wednesday of each month**, and Planning Commission meetings are held on the **second Thursday of each month**.

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## Proposal Format

Each proposal should include:

1. **Cover Letter** – Signed by an authorized representative.
2. **Firm/Attorney Background** – Overview of qualifications, years in practice, and municipal experience.
3. **Legal Team** – Identification and bios of personnel who would work with the City.
4. **Relevant Experience** – Specific municipal or public sector clients, especially in Oregon.
5. **Scope of Services** – Confirmation of services offered and availability.
6. **Fee Proposal** – Indicate proposed retainer and/or hourly rates. Include billing terms.
7. **References** – At least three (3) municipal references.

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## Proposal Evaluation Criteria

Proposals will be evaluated on:

- Experience with Oregon municipal law and land use
- Quality and clarity of proposal
- Compatibility with City values and expectations
- Responsiveness and accessibility
- Fee structure and cost-effectiveness
- References and professional reputation

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## Submission Instructions

Please submit your proposal **by 3:00 p.m. on Thursday, August 29, 2025** to:

### City of Gearhart

Attn: City Attorney Proposal

PO Box 2510

Gearhart, OR 97138

Or email to: **krysti@cityofgearhart.com**

Subject Line: *City Attorney Proposal*

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## Tentative Timeline

**RFP Published:** August 11, 2025

**Proposals Due:** September 1, 2025 (by 5:00 PM)

**Interviews Conducted:** September 8–25, 2025

**Selection & Negotiation Period:** October 1–15, 2025

**Council Award:** At a regular City Council meeting between November 5 and December 3, 2025

**Anticipated Start Date:** On or after December 4, 2025, subject to Council approval and holiday schedules

The City reserves the right to adjust the schedule as needed. Any changes will be communicated promptly to all proposers.

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## Questions

All questions regarding this RFP should be directed to:

**Chad Sweet**, City Administrator

Phone: 503-738-5501

Email: [chadsweet@cityofgearhart.com](mailto:chadsweet@cityofgearhart.com)