



CHARTER TOWNSHIP OF MERIDIAN, INGHAM COUNTY
REQUEST FOR PROPOSALS
LEGAL SERVICES

Overview

Meridian Township is seeking proposals for contracted Township Attorney services. The Township seeks services encompassing the traditional scope of municipal law including legal counsel, opinions, consultation, and coordination with special counsel. Attendance at a variety of meetings will be required, including Township Board meetings as specified.

Sealed proposals must be returned in an envelope clearly marked Meridian Township Legal Services to the following:

Meridian Township Clerk's Office
5151 Marsh Road
Okemos, MI 48864

Proposal Due Date: 5:00 p.m. on Tuesday, March 31, 2026

Meridian Township expects to review proposals in early April, select and conduct finalist interviews in May, and have a contract approved prior to the July 1, 2026 contract commencement.

Meridian Township reserves the right to reject any or all proposals, waive technicalities or irregularities, and to accept any proposal if such action is believed to be in the best interest of the Township.

Background

For information about the Charter Township of Meridian, visit www.meridian.mi.us

Scope of Work

1. Provide legal advice, counsel, services, training, consultation, and opinions to the Township Board, Boards and Commissions, and all levels of the Township government, on a wide variety of civil assignments, including but not limited to land use planning, labor and employment law, public works construction projects, purchasing and procurement, leasing, purchase and sale of property, public disclosure issues (Freedom of Information Act), Open Meetings Act, and tort law. The Township Attorney's advice includes methods to avoid civil litigation.
2. Furnish legal representation at Township Board and other meetings as requested.
3. Appear before courts and administrative agencies to represent the Township's interests.

4. Prepare and review ordinances and resolutions, contracts, and other documents for legal correctness and acceptability.
5. Work cooperatively with special legal counsel retained by the Township for special projects.
6. Coordinate with other special counsel, as needed, to assure proper management of legal issues, and proper coordination and transition of legal issues among special counsel.
7. Assist Township officials and employees to maintain awareness of ethical standards and appearance of fairness standards, and to avoid potential conflicts of interest, prohibited transactions, and the appearance of prohibited transactions.
8. Assist officials and employees to understand the legal roles and duties of their respective offices and interrelationships with others.
9. Provide the Township Board with guidance as to Robert's Rules of Orders and related procedural matters relating to Board meetings, as requested.
10. Prepare legal opinions at the request of the Township Manager or the Board.
11. Provide the Township Board and Administration a legal perspective and advice on various governmental issues.
12. Perform other legal services and tasks as assigned by the Township Manager and Township Board.

Specifications

1. The appointed Township Attorney attends Township Board business meetings as requested. These are regularly scheduled for the first and third Tuesdays of the month from 6:00 p.m. until adjourned.
2. The Township Attorney must be available by phone, cell phone, fax, and e-mail.
3. Timeliness of response and accessibility to the Township Attorney is an important aspect of the service. Accessibility and responsiveness for the proposed designated Township Attorney is of greatest importance, although these elements will also be considered in relation to assistant attorney(s) as well.
4. Accessibility includes the ability to be generally available to attend meetings in person on short notice and the ability to be reached promptly by telephone and/or email.

Minimum Qualifications

1. Each attorney on the proposed team must possess a Juris Doctorate degree and have graduated from a law school accredited by the American Bar Association.
2. Each attorney on the proposed team must be a member in good standing of the Michigan State Bar Association.
3. The proposed designated Township Attorney must have a minimum of five years' experience in the field of municipal law with particular experience in land use and public works construction.

Contract

Meridian Township anticipates a three-year appointment/contract. Responding firms are expected to submit a proposed contract for services with their proposal. The proposed contract should include proposals for compensation (hourly rate, monthly retainer, etc.). The Township expects all responding firms to consent to the Township Scope of Work and Specifications. Exceptions desired must be noted in the proposal submittal. Meridian Township reserves the right to revise the stated contract terms and conditions prior to contract signature.

Submission Requirements

Please provide ten (10) copies of your proposal along with a written response to each of the inquiries below.

1. Firm Experience
 - a. Provide a narrative description of the firm.
 - b. Describe the general experience of the firm.
 - c. Provide experience working specifically with Townships, Township Boards and Commissions, and issues that affect Townships. Please identify all municipal clients, indicating which are current and which are prior.
 - d. Identify experience with municipal issues including land use, zoning, growth management, environmental law, complicated agreements including inter-local agreements, public works, personnel, and other municipal specialties.
 - e. The firm should have adequate office space, staff, equipment, and resource materials that are readily available. Please provide a brief description of these elements.
 - f. The firm shall carry (and provide evidence thereof to the Township) a professional liability policy of not less than five hundred thousand dollars (\$500,000) per occurrence and one million dollars (\$1,000,000) per aggregate coverage. The firm shall also carry (and provide evidence thereof to the Township) a general liability policy of not less than one million dollars (\$1,000,000). If allowed by the insurer, the firm shall name the Township as an additional insured under the insurance policy.
2. Proposed Attorney and Team
 - a. Name and describe the attorney(s) and/or team proposed. Clearly identify the lead attorney and assisting attorney(s) name(s).

- b. Provide a resume or similar description for each team member, with considerable detail in the experience and qualifications of the lead attorney and any significant assisting attorney(s).
 - c. Specify the organization structure applicable to this contract, including who the lead attorney is, and the relationship of any assisting attorney(s) to that lead attorney.
 - d. If specialty attorney(s) or additional resources are available through your firm (in addition to the named team) to meet special or unusual needs, please briefly identify such individuals and specialties as well.
3. Accessibility and Responsiveness
- a. Identify the accessibility of the proposed designated attorney, and the response time that the individual offers to the Township. Specifically identify the lead-time required for attending scheduled or ad-hoc meetings. Identify how quickly the Township Attorney can arrive in person to attend an unscheduled, urgent meeting.
 - b. Identify the same for any assisting attorney(s).
4. Proposed Fee Structure
- a. Propose a compensation package, inclusive of all service costs. Meridian Township will select the finalist by considering the proposed compensation as the best and final offer, although, it reserves the right to negotiate terms as needed to improve elements of the proposal to best meet the needs of the Township, including cost.
5. References
- a. Provide three references for the lead attorney.
 - b. Meridian Township requires references that include municipal government experience.
 - c. Inclusion of references in your proposal is also agreement that the Township may contact the named references.
 - d. Meridian Township reserves the right to contact any companies or individuals, whether offered as references or otherwise, to obtain information that will assist the Township in evaluating submissions. Meridian Township retains the right to use such information to make selection decisions. Submittal of a proposal is agreement that the Township may contact and utilize such information.

Each proposal shall be considered binding and in effect for a period of ninety (90) days following the proposal opening.

All questions should be addressed to:

Tim Dempsey, Township Manager
5151 Marsh Road
Okemos, MI 48864
(517) 853-4254
dempsey@meridian.mi.us