

Informal Request for Proposals  
**Columbia County Contract Legal Services**  
**LABOR ATTORNEY**

ISSUED: June 12, 2023

Notice is hereby given that Columbia County, through its Board of County Commissioners will receive proposals for contract legal services through 5:00 p.m. on July 3, 2023. No Proposals will be considered after that time.

Columbia County is seeking a qualified attorney to provide legal advice and services related to the County's four unions, two of which are AFSCME Locals and two of which are strike prohibited law enforcement unions. The selected contractor will be responsible for advising the County related to labor law and employment issues upon request, particularly in relation to strike prohibited units, will represent the County at ERB and in mediation/arbitration as necessary, and will participate in some union negotiations. The selected contractor will coordinate with the Office of County Counsel and the Human Resources Director, who is the County's designated representative to the labor units.

The selected contractor will preferably have experience representing local governments in Oregon. The selected contractor will be required to sign a Personal Services Contract, prepared by the Office of County Counsel, and to provide proof of 2 million dollars of general comprehensive liability insurance and 1 million dollars of professional liability insurance. The County seeks a contract with a four-year term.

Proposals should include a resume and cover letter specifically addressing the County's preferred experience, and any other relevant experience. Proposals shall provide any limitations on availability. Proposals should also include the Contractor's hourly rate and reimbursable expenses. The hourly rate must be in effect for at least the first year of the contract. Proposals should describe how rate increases will be proposed and history of rate increases in the last 3 years. Firms shall include the name and resume of the attorney to be primarily responsible for the services and all other attorneys who may represent the County. Proposals should include local government references and contact information.

In awarding a contract the County will consider a proposer's particular capability, experience and capacity to perform the required services, including but not limited to performance history for other public and private clients; history of submitting accurate estimates; experience working with the complexity of strike prohibited units, client service philosophy; and compensation requirements. The County reserves the right to conduct interviews with all or select proposers. The County reserves the right to seek clarification of proposals and the right to negotiate a final contract which is in the best interests of the County.

Proposers may file a written protest or request for change of particular solicitation provisions, specifications, or contract terms and conditions no later than seven calendar days prior to the close of this Request for Proposals. Such protest or request for change shall include the reasons for the protest or request, and any proposed changes to the solicitation. No protests will be considered after the deadline established for submitting the protest.

This Request for Proposals is issued under the Columbia County Personal Services Contracting Rules; Order No. 38-2006, as amended. Proposals are to be sent to Sarah Hanson, Columbia County Counsel at 230 Strand Street, Room 20, St. Helens, Oregon 97051 by no later than **5:00 p.m. on July**

**3, 2023.** Three copies shall be provided if hard copy submissions are provided. Electronic submissions will be received at [sarah.hanson@columbiacountyor.gov](mailto:sarah.hanson@columbiacountyor.gov).

The Board of Columbia County Commissioners reserves the right to reject any and all proposals not in compliance with this notice and may reject for good cause any and all proposals upon a finding that it is in the public interest to do so. The County reserves the right to cancel this RFP, if doing so would be in the public interest. The County reserves the right to waive any and all informalities if in the public interest.

Proposers who respond to this RFP do so at their own cost and expense, and under no circumstances will the County be responsible for those costs and expenses.

Questions about this Request for Proposals shall be directed to Sarah Hanson, Columbia County Counsel at 503-397-3839 or [sarah.hanson@columbiacountyor.gov](mailto:sarah.hanson@columbiacountyor.gov)