



MEMORANDUM

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**DATE:** June 12, 2023  
**TO:** Honorable Mayor and City Councilmembers  
**FROM:** Dave Perrault, City Administrator  
**SUBJECT:** Legal Services (Civil and Prosecution) RFP

<b>Budgeted Amount:</b>	<b>Actual Amount:</b>	<b>Funding Source:</b>
N/A	N/A	N/A

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**Council Should Consider**

Motions to approve, table, or deny the following:

- Council should consider approving the RFP for legal services (civil and prosecution).

**Background**

The City’s current civil attorney, Campbell Knutson, has served the City for a number of years, and their lead attorney for the City, Joel Jamnik, previously announced his retirement but is continuing to work with Arden Hills through the end of the year. It has been six years since the City previously sought proposals for legal services, and it is good practice to do so every so often. Staff has drafted the attached RFP and once approved, Staff will have it posted on the League’s proposals portal as well as send it to known firms that provide legal services for municipalities. A proposed schedule is below but will change pending availability of firms, Staff and City Council.

- July 7<sup>th</sup> – proposals due
- July 28<sup>th</sup> – complete review of proposals
- Week of August 21<sup>st</sup> – Staff interviews with firms
- Week of September 11<sup>th</sup> – Council interviews with firms
- September 25<sup>th</sup> – Council approves selected firm

The process is anticipated to be similar to the previous process, whereas, Staff will review proposals and make a Staff recommendation to the City Council. Firms deemed not to be qualified or not able to have the capacity for the City will not be brought forward for consideration. It is anticipated the start date will be January 1, 2024 for the new firm.

**Budget Impact**

N/A

**Attachments**

Attachment A: RFP for Legal Services