



# CITY OF EAST LANSING

The Home of Michigan State University

February 17, 2016

RE: MUNICIPAL ATTORNEY SERVICES

To Whom It May Concern:

The City Council of the City of East Lansing Contracts for Legal Services pursuant to authority granted by Chapter 7, subsection 6 of the City Charter of the City of East Lansing. The City Attorney is one of two employees directly retained by the City Council; the other being the City Manager. The City Council may also retain Special Legal Counsel to represent the Council and the City in matters not generally within the expertise of the City Attorney. The duties of the City Attorney are generally set forth in the above referenced provision of the City Charter but additional responsibilities are ordinarily set forth in a contract for services entered into with the City Attorney.

The City Council of the City of East Lansing has determined that as a matter of public policy, it will periodically issue a Request For Proposal (RFP) relating to the provision of City Attorney Services near the end of any multi-year contract providing such services. Your P.L.L.C. or P.C. ("Firm") has been selected as a potential provider of those services. If you determine to respond to this RFP, your response will be evaluated along with any other responses to the RFP. After the evaluation of the RFP, the City Council may conduct interviews with one or more applicants to assist in reaching a decision.

Attached is an RFP that details the services to be provided and other responsibilities that must be addressed in your response. The City Council reserves the right to add to, waive, or otherwise alter any of the stated requirements prior to the execution of a Contract For Services and reserves the right to reject any or all proposals with or without reason, waive technicalities or irregularities, and to accept any proposal if such action is believed to be in the best interest of the City.

If you have any questions regarding the RFP, please do not hesitate to contact me (517) 319-6920 or [glahana@cityofeastlansing.com](mailto:glahana@cityofeastlansing.com).

Thank you for your consideration,

George Lahanas

City Manager

410 Abbot Road  
East Lansing, MI 48823

(517) 337-1731  
Fax (517) 337-1559  
[www.cityofeastlansing.com](http://www.cityofeastlansing.com)

# CITY OF EAST LANSING, MICHIGAN



## NOTICE TO FIRMS

### REQUEST FOR PROPOSAL (RFP)

All firms shall complete the Proposal and Award page and submit all information requested herein in the proposal document in its entirety, in order for the proposal to be responsive. Failure to do so may result in the proposal being declared non-responsive and rejected.

PROJECT NAME:	City Attorney Services
DATE OF ISSUANCE:	February 17, 2016
DATE & TIME PROPOSAL DUE:	March, 15, 2016 4 p.m. eastern time
ISSUING OFFICE:	Office of the City Manager

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Note: Should any of the pages or documents listed above be missing from your packet, or if you have any questions regarding this RFP, please contact Megan Clark at the City of East Lansing Office of the City Manager at (517) 319-6920 or [mclark@cityofeastlansing.com](mailto:mclark@cityofeastlansing.com).

REQUEST FOR PROPOSALS  
City Attorney Services  
February 17, 2016

**PROPOSAL & AWARD**

The undersigned having become thoroughly familiar with and understanding all proposal documents attached hereto, agrees to provide the services as specified herein, for the total fees as stipulated herein, subject to negotiation.

I hereby state that all of the information I have provided is true, accurate and complete. I hereby state that I have authority to submit this proposal which will become a binding contract if accepted by the City of East Lansing.

I hereby state that I have read, understand and agree to be bound by all of the terms of this proposal document.

Signature \_\_\_\_\_ Title \_\_\_\_\_

Print Name \_\_\_\_\_ Date \_\_\_\_\_

Firm Name \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Telephone No. \_\_\_\_\_

Fax No. \_\_\_\_\_

E-mail \_\_\_\_\_

# **INSTRUCTIONS TO FIRMS** **TERMS & CONDITIONS**

## **PROPOSALS**

All proposals must be submitted following the proposal format supplied by the City of East Lansing in this document and shall be subject to all requirements of this document.

The City may consider as irregular any proposal in which there is an alteration of or departure from the format stated in the RFP Documents, and at its option may reject the same.

The City of East Lansing, by policy, has several special directives and preferences for contractors. These include: small, minority, and women owned businesses, prevailing wage, local purchasing preference, green fleet purchasing provision, directives on environmental impacts and contractors providing other eligible individual benefits. There are some exceptions for these policy directives, therefore each firm shall include in its proposal: if the firm is a small, minority or woman owned business, if any craftsman, mechanics or laborers employed receive at least the prevailing wages and fringe benefits of the Building Trades Department for classes as determined by US Department of Labor for the Ingham County area, if the firm is a registered local or regional vendor, if the firm provides benefits to its employees, and if benefits are offered to other eligible individuals (i.e. domestic partners).

Each firm shall include in its proposal, in the format requested thereof, the cost of performing the work. The prices set forth in the proposal submitted by each firm shall remain in effect for the duration stated for each phase of the contract.

Each firm shall include in their proposal a listing of each principal and the names of any proposed subcontractor and the name and address of each office which may be involved in the project.

Before executing any subcontract, the successful firm shall submit the name and principals of any proposed subcontractor for prior approval.

## **SUBMITTAL OF PROPOSALS**

Firms must submit hard copy proposals.

Proposal documents shall be submitted in a sealed envelope clearly marked "City Attorney Services". If mailed, send the proposal to City of East Lansing, Attention George Lahanas, 410 Abbot Road, East Lansing, MI, 48823. If hand delivered, submit the proposal to City Manager George Lahanas, East Lansing, MI.

The envelope shall be clearly marked on the exterior denoting the name of the firm submitting the proposal.

The proposals shall be submitted by no later than March 15, 2016.

**AWARD OF CONTRACT/REJECTION OF PROPOSALS**

The contract will be awarded to the firm who provides a proposal that is most responsive to meeting the needs of the City of East Lansing.

The City Council reserves the right to reject any and all proposals and to waive any irregularity in proposals received whenever such rejection or waiver is in the best interest of the City. The firm to whom the award is made will be notified at the earliest possible date. All firms submitting proposals will be notified when the award is made.

Applicants shall submit a proposed contract for services with their proposal.

The City Council reserves the right to enter into a contract for services of any duration. All responses to the RFP must identify the minimum duration of a contract for services that the applicant seeks.

Renewal of any contract will require City Council reauthorization.

The contract shall be considered executed once receiving approval by the East Lansing City Council.

**SIGNATURES**

Prior to awarding a contract, all proposals, notifications, claims and statements must be signed as follows:

**CORPORATIONS:** Signature of official shall be accompanied by a certified copy of the resolution of the Board of Directors authorizing the individual signing to bind the corporation.

**PARTNERSHIPS:** Signatures of one partner shall be accompanied by a certified copy of the Power of Attorney authorizing the signing to bind all partners. If all partners sign the proposal no authorization is needed.

**LIMITED LIABILITY COMPANY:** Signature of a member, or if organized on a managing member basis, a certified copy of a resolution appointing the signer as the managing member.

**INDIVIDUAL:** No authorization is needed.

## **TYPE OF CONTRACT**

All contracts must be terminable at the will of the City Council upon 60 days notice. The City expects all submitting applicants to consent to the City Scope of Work and Specifications. Exceptions desired must be noted in the proposal submittal.

The City reserves the right to revise the stated contract terms and conditions prior to contract signature. Negotiations may be undertaken with those firms whose proposals show them to be qualified, responsible and capable of performing the work. The contract that may be entered into will be that one which is most advantageous to the City of East Lansing, price and other factors, considered. The City reserves the right to consider proposals or modifications thereof received at any time before the award is made, if such action is deemed to be in the best interest of the City.

## **NO THIRD-PARTY RIGHTS**

It is agreed and understood that any contract is made solely for the benefit of the City of East Lansing and the Provider of Services; that it is not made for the benefit of any third party; and that no action or defense may be founded upon any contract except by the parties hereto.

## **INSURANCE**

Any firm retained for City Attorney purposes must carry a professional liability policy of not less than Five Hundred Thousand (\$500,000.00) dollars per occurrence and One Million (\$1,000,000.00) dollars aggregate coverage, and provide a copy to the City annually. The firm shall also carry and provide a copy to the City, of a general liability policy of not less than Five Hundred Thousand (\$500,000.00) Dollars.

## **ORAL PRESENTATIONS**

Firms who submit a proposal may be required to make an oral presentation of their proposal to the City. If held, these presentations will provide an opportunity for the firm(s) to clarify their proposals and to ensure mutual understanding of its contents. The City will schedule any such presentations.

## **BID AMENDMENTS & QUESTIONS**

If amendments are made to the project scope or description, each firm receiving this RFP will be notified via email, or another preferred contact method, to the primary contact. That contact will also receive responses to any questions posed to City staff from a potential responding firm.

## **ACCEPTANCE OF PROPOSAL CONTENTS**

The contents of the proposal of the successful offerer will become contractual obligations, if a contract is executed. Failure of the successful firm to accept these obligations will result in cancellation of the award.

## **CITY RESPONSIBILITIES**

The City of East Lansing will provide information as to the City's requirements and make available pertinent information which may be useful.

The City will examine all studies, reports, estimates, proposal, and other documents prepared by the firm and render in writing, if necessary, decisions pertinent thereto within a reasonable time.

## **CONTRACT PAYMENT SCHEDULE**

Payment for a contract entered into as a result of this request will be made monthly upon receipt of the firm's billing invoice. The firm's billing invoice should include detailed information regarding person-hours expended by classification and by task, as well as information regarding such items as mileage, materials, and other non-overhead costs.

## **CITY OF EAST LANSING CONTRACT REQUIREMENTS**

The following City of East Lansing Contract requirements will be included in the contract (some exclusions may apply):

**Civil Rights Ordinance.** Contractor agrees that it will comply with the City's Civil Rights Ordinance, Article II, Chapter 22 of the Code of the City of East Lansing, which in part requires that an employer not discriminate against any employee or applicant for employment with respect to hire, tenure, terms, conditions, or privileges of employment including benefit plan or system, or a matter directly or indirectly related to employment because of religion, race, color, national origin, age, sex, height, weight, marital status, sexual orientation, gender identity or expression, or student status, because of the use by an individual of adaptive devices or aids, or because of an arrest record when a conviction did not result, except as allowed under Section 22-33(b)(6) of Chapter 22. Further, for contracts in which the total contract price will be \$20,000.00 or more, the City's Civil Rights ordinance also prohibits discrimination on the basis of marital status, sexual orientation, or gender identity or expression by the Contractor failing to provide employment benefits for employees with domestic partners that it otherwise provides for the spouse of a married employee. An employer may apply to the City Human Relations Commission for an exemption on the basis that religion, national origin, age, sex, height, weight, marital status, sexual orientation, gender identity or expression, or student status is a bona fide occupational qualification reasonably necessary to the normal operation of the

business or enterprise. These requirements of Article II, Chapter 22, shall be considered material terms of this Agreement, and breach of any of these requirements will be regarded as a material breach of this Agreement.

**Independent Contractors.** The parties agree that Contractor is an independent contractor as that term is commonly used and Contractor's employees are not and shall not be considered subcontractors or employees of the City and has no authority to bind the City in any manner. Contractor shall be solely responsible for the withholding and reporting of all federal, state, and local income and employment taxes. Contractor acknowledges that it is not insured in any manner through the City for any bodily injury, personal injury, or property loss whatsoever.

**Limitation of Liability.** Except for indemnification pursuant to this agreement, neither party shall be liable to the other, or any of their respective agents, representatives, or employees for any lost revenue, lost profits, loss of technology, rights or services, incidental, punitive, indirect, special or consequential damages, loss of data, or interruption or loss of use of service, even if advised of the possibility of such damages, whether under theory of contract, tort (including negligence), strict liability or otherwise.

**Indemnity.** Contractor shall, to the fullest extent permitted by law pursuant to MCL 691.991(2), defend, indemnify and hold harmless the City, and its elected and appointed officers, agents, servants, and employees from any and all claims, damages, losses, expenses, liability, judgment, or liens, including reasonable attorney fees and other costs of defense arising out of any acts, errors or omissions or the discharge, release or escape of contaminants or hazardous substances by Contractor or by anyone acting on their behalf under or in any matter connected with this agreement. Contractor's obligations to indemnify the City shall survive the expiration, non-renewal, or termination of this Agreement.

**Liability Insurance.** Contractor shall obtain and maintain in full force and effect during the entire term of this agreement a policy of comprehensive general liability insurance, including professional errors and omissions, with limits of liability of not less than \$1,000,000 and workers disability compensation insurance in compliance with Michigan's statutory limits, and shall provide a certificate of insurance to the City naming the City as a certificate holder, which certificate shall provide that the City shall receive at least 30 days prior written notice of cancellation or nonrenewal of such insurance.

**Non-Assignment.** The parties agree that there shall be no authority on the part of Contractor to subcontract, assign, or otherwise dispose of any portion of the services to be performed herein without the prior written approval of the City. In the event that the City approves a subcontract, assignment, or disposition, Contractor solely shall be responsible for managing, directing and paying the subcontractors or assignees, and the City shall have no obligations whatsoever

toward said subcontractors or assignees. Consent to subcontract, assign, or otherwise dispose of any portion of this Agreement shall not be construed to relieve Contractor of any responsibility for the fulfillment of this Agreement.

**Criminal Background Investigation Requirement.** The City of East Lansing requires satisfactory completion of a criminal background investigation for all persons having access to City facilities under this Contract. The Contractor will be required to provide to the Owner a list of all employees and employees of Sub-Contractors who are proposed to be working under this Contract, within 10 days of award of Contract. This list shall include the full name and date of birth of each employee, any aliases of each employee including maiden names, and shall differentiate between employees proposed to have access to secure areas of City Hall and those who will work in other areas of City facilities. Secure areas of City Hall are those areas utilized for the administration of criminal justice and include: Dispatch, Jail, any portion of the Police Department, Probation Department, and Courts.

The City of East Lansing will investigate employees proposed to work under this Contract using the Michigan Internet Criminal History Access Tool (IChAT), the Michigan Sexual Offenders Registry and the Michigan Corrections website. In addition, employees proposed to work under this Contract who will have access to secure areas of City Hall will also be subject to investigation thru the Law Enforcement Information Network (LEIN).

Any Contractor or employee of any Contractor, who have any felony convictions, misdemeanor convictions that involve crimes against persons, or drug offenses will not be allowed to work in any City of East Lansing facility. The City of East Lansing reserves the right to limit areas of access for individual employee, to prohibit certain employees work in City facilities under this Contract, or to otherwise limit or eliminate any employees access to any City facility or portion of City facility, based on the information collected, as the City deems to be in its best interest.

**Prevailing Wage.** For Contracts greater than \$20,000.00 involving construction and/or substantial remodeling of any building or part thereof, for the construction of sewer and/or water lines or parts thereof, for or on behalf of the City of East Lansing, all craftsmen, mechanics and laborers involved with such work and employed directly upon the site of the work, shall receive at least the prevailing wages and fringe benefits of the Building Trades Department for the corresponding classes of craftsmen, mechanics and laborers, as determined and published by the Davis-Bacon Division of the United States Department of labor for the Ingham County area. The foregoing provisions shall apply to all sub-contracts entered into by the Contractor. All Contractors and Sub-contractors engaged in the performance of service or work for the City of East Lansing to which the aforementioned provisions apply, shall, at the request of the City,

furnish proof satisfactory to the City that the foregoing provisions are being fulfilled.

## **SPECIFIC PROPOSAL INFORMATION**

### **INTRODUCTION**

The City of East Lansing is seeking proposals for contracted City Attorney services. The City seeks services encompassing the traditional scope of work including legal counsel, opinions, consultation, and coordination with special counsel. Attendance at a variety of meetings will be required, including Council meetings as specified.

Each proposal must provide that it is in effect for a period of ninety (90) days following the proposal opening.

### **CONTENTS OF PROPOSAL**

As a minimum each proposal shall include the following items:

#### **BUSINESS ORGANIZATION**

State the full name and address of your organization, and if applicable, any branch offices or other subordinate elements that will perform or assist in performing the work. Indicate whether you operate as an individual, partnership, limited liability company or corporation. If a corporation or limited liability company, indicate the State in which you are incorporated. Provide proof or certification of license to operate in the State of Michigan. Also, please note if your organization is currently a registered local or regional vendor with the City of East Lansing.

#### **APPLICABLE EXPERIENCE**

Provide a narrative description of the firm, its operating principles, its divisions or departments and any matters that the firm specializes in.

Provide a general history of the firm, specifically identifying any services provided to the City of East Lansing in the past.

Provide the name and address of any municipal clients, a copy of any contract for services between that client and the firm and a copy of billing statements submitted to that client for the 12 months prior to January 31st, 2016.

For each attorney identified, provide information, including dates and jurisdiction, relating to the scope of work identified above, including without limitation, land use, zoning, growth management, election law, Tax Increment Financing, Environmental

Law, Inter-Local Agreements, Municipal Authority Agreements, Public Works, Employment Law and other Municipal matters.

### **ATTORNEY IDENTIFICATION**

Identify each attorney who is proposed to provide services to the City during the term of the Contract and identify the attorney who will be the appointed City Attorney.

Each attorney identified must possess the following minimum qualifications:

- (1) Must be a member in good standing of the Michigan State Bar Association
- (2) Must be admitted to practice in the Eastern and Western Districts of the Federal District Court of Michigan.

The appointed City Attorney must have a minimum of five years of experience in the field of municipal law with particular experience in land use and general municipal operations. Membership in the Public Corporation Law Section of the State Bar of Michigan and the Michigan Association of Municipal Attorneys is not required but will be considered.

In identifying each attorney, the applicant must provide the name, residence address, Bar number, date of graduation from an accredited Law School, name of the Law School, and date of admission to the Michigan Bar.

### **ASSIGNED ATTORNEYS**

Provide a resume for each City Attorney and Assistant City Attorney, detailing the experience and qualifications of each attorney. Including each attorney's total annual billable hours involving the work identified above for each of the previous three years.

Identify all departments or divisions of your firm by specialty and whether the firm has attorney(s) who specialize in matters not within the scope of work identified above. Also identify any other additional resources available through your firm to meet special or unusual needs.

Accessibility and Responsiveness:

Identify the accessibility of the proposed designated City Attorney, and the response time that the individual offers to the City. Specifically identify the lead-time required for attending scheduled or ad-hoc meetings. Identify how quickly the City Attorney can arrive in person to attend an unscheduled, urgent meeting.

### **FACILITIES**

Describe the office space available to provide Municipal services, including support staff, equipment, resource materials, and library and conference rooms, if any.

### **AUTHORIZED NEGOTIATIONS**

Include the names and telephone numbers of those persons in your organization authorized to negotiate the proposed contract with the City of East Lansing.

### **REFERENCES**

Provide permission for the City to contact and interview personnel at any location that the firm has provided Municipal services by contract or otherwise and include three personal references for the designated City Attorney.

Provide permission for the City to contact any companies or individuals, whether offered as references or otherwise, to obtain information that will assist the City in evaluating the Proposal. The City retains the right to use such information to make selection decisions. Submittal of a proposal is an agreement that the City may contact and utilize such information.

### **ADDITIONAL INFORMATION**

The firm may also include any additional information and/or comments believed to be pertinent but not specifically requested elsewhere in the document.

## **SCOPE OF SERVICES**

1. Acts as legal advisor to, and attorney and counsel for the Council and all of its members in matters relating to their official duties, Boards and Commissions, all levels of the City government, on a wide variety of civil assignments, including but not limited to land use planning, laws against discrimination, construction of public works, condemnation, purchasing and procurement, leasing, purchase and sale of property, workers compensation, public disclosure issues, tort law and risk management. Extensive personnel items are handled by a separate firm.
2. Furnishes legal representation at all City Council meetings, and at other meetings when requested.
3. Appears before all state and federal courts and administrative agencies representing the City's interests.
4. Prosecutes ordinance violations, including municipal civil infractions, appearance citations, and complaint and warrant requests.
5. Prepares and reviews ordinances and resolutions. Prepares or officially passes upon all contracts, bonds, and other instruments for legality, correctness and acceptability as to form.
6. Works cooperatively with and supervises where necessary special legal counsel retained by the City Council to assure proper management of legal issues, and proper coordination and transition of legal issues.
7. Assists City 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. Assists officials and employees to understand the legal roles and duties of their respective offices and interrelationships with others.
9. Provides the Mayor and Council with guidance as to Robert's Rules of Order and related procedural matters.
10. Prepares legal opinions at the request of the Council or City Manager.
11. Provides the Council, and Administration a legal perspective and advice on various governmental issues.
12. Performs other legal services and tasks as assigned by the Mayor or City Council.
13. Performs any other duties, direct or implied, set forth in the City Charter as responsibilities of the City Attorney but not mentioned above.

## **ADDITIONAL SERVICES**

1. The appointed City Attorney attends all City Council meetings unless specifically excused by the Council. Such meetings are ordinarily held on Tuesday evenings in accordance with an annually adopted schedule.
2. The City Attorney must be available by phone, cell phone, fax and e-mail during business hours, evenings and weekends.
3. Timeliness of response and accessibility to the City Attorney is an important aspect of the service. Accessibility and responsiveness for the proposed

designated City Attorney is of greatest importance, although these elements will also be considered in relation to Assistant City Attorneys 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. The City does not provide space on City property for City Attorney legal staff. A successful applicant must demonstrate an ability to provide services promptly.

## **EVALUATION OF PROPOSALS**

All proposals received shall be subject to an evaluation by representatives of the City. The following factors will be considered in making the final selection:

### **VERIFICATION**

Based on the verifiable information provided about the firm, including but not limited to: entity name, principals, incorporation, licensing, and customer references.

### **UNDERSTANDING OF THE POSITION**

Based upon the understanding exhibited by the firm in statements of work presented in the proposal.

### **EXPERIENCE**

Based upon applicable experience of the firm and key team members.

### **ACCESSIBILITY**

Based upon the accessibility of the firm to work with staff and City Council as outlined.

### **PRICE/VALUE**

The City of East Lansing reserves the right to negotiate a final project price and scope that provides the greatest value in regards to cost vs. services provided.

## **COST PROPOSAL**

### **COST & PRICE ANALYSIS**

The information requested in this section is required to support the reasonableness of your quotation. The data will be held in confidence and will not be revealed to or discussed with the competitors. The proposal submitted must be separated by duty, including any separate fee, as follows:

1. Appellate
2. Michigan Circuit and Federal District Courts
3. Michigan Tax Tribunal
4. Administrative
5. Workers Compensation
6. Tort
7. Michigan District Court
8. General Legal Services

A proposed compensation package must be inclusive of all service costs. The proposal should provide fixed hourly rates in each of the categories identified above. The City will select its finalist(s) by considering proposed compensation as a "best and final offer."

Though, the City reserves the right to negotiate terms as needed to improve elements of the proposal to best meet the needs of the City. Do not include the cost of any special litigation services as they will be contracted for on an as needed basis.

In addition to hourly rates for services described above, the proposal must also provide that supplies and other materials will be billed monthly in an itemized manner at actual cost. All travel costs and other costs will be billed and compensated in conformance with personnel policies applicable to employees of the City of East Lansing.

## **LIST OF FIRMS RECEIVING RFP**

Jeffrey V.H. Sluggett  
Bloom Sluggett Morgan  
15 Ionia Avenue Sw, Suite 640  
Grand Rapids, MI 49503

Charles A. Lawler  
Clark Hill PLC  
212 E. Grand River Avenue  
Lansing, MI 48906

Scott G. Smith  
Dickinson Wright  
200 Ottawa Avenue Nw, Suite 1000  
Grand Rapids, MI 49503-2427

Stephen O. Schultz  
Fahey Schultz Burzych Rhodes PLC  
4151 Okemos Road  
Okemos, MI 48864

Foster Swift Collins & Smith, P.C.  
313 S. Washington Square  
Lansing, MI 48933-2114

Thomas A. Klug  
Klug Law Firm  
4125 Okemos Road, Suite 24  
Okemos, MI 48864

Law, Weathers And Richardson  
800 Bridgewater Place  
333 Bridge Street Nw, #800  
Grand Rapids, MI 49504

Jeffrey S. Theuer  
Loomis, Ewert, Parsley, Davis &  
Gotting, P.C.  
124 West Allegan Street, Suite 700  
Lansing, MI 48933

Thomas M. Yeadon  
Mcginty, Hitch, Housefield, Person,  
Yeadon & Anderson, P.C.  
P.O. Box 2502  
East Lansing, MI 48826

Miller Canfield  
One Michigan Avenue, Suite 900  
Lansing, MI 48933

Peter H. Peterson  
Miller Johnson  
250 Monroe Avenue Nw, #800  
Grand Rapids, MI 49503

Vincent Spagnuolo  
Murphy & Spagnuolo, P.C.  
4572 S. Hagadorn, Ste 1A  
East Lansing, MI 48823

David K. Otis  
Plunkett Cooney  
325 East Grand River Avenue  
City Center, Suite 250  
East Lansing, MI 48823

Philip G. Clark  
Thrun Law Firm, P.C.  
P.O. Box 2575  
East Lansing, MI 48826-2575

Varnum Attorneys At Law  
201 North Washington Square  
Suite 910  
Lansing, MI 48933

## **TENTATIVE SCHEDULE**

Request for Proposals Issued:	February 17, 2016
Proposals Submitted:	March 15, 2016
Review of Proposals:	March 16 - March 22, 2016
Follow-up calls or meetings:	March 23 - March 30, 2016
Notification of contract:	April 1, 2016