

## **CITY OF CHEHALIS**

### **REQUEST FOR QUALIFICATIONS FOR UNION LABOR CONTRACT NEGOTIATION SERVICES**

The City of Chehalis (“City”), Washington, is requesting proposals from qualified law firms and/or attorneys (“Attorney”) interested in providing services in the negotiation of labor contracts with organizations representing the city’s unionized workforce: Teamsters Local 252 Uniformed Police, Teamsters Local 252 Non-Uniformed Employees and International Association of Fire Fighters Local 2510. All three of the current collective bargaining agreements are due to expire on December 31, 2016. Negotiation activities generally are conducted during regular business hours at city facilities in Chehalis on dates mutually agreed to by all parties. Negotiation positions and parameters are determined by the City Council and the City Manager. Negotiation activities and communication will be coordinated through the City Manager’s Office, who will also provide administrative support, data analysis and background information. All bargaining agreements require approval by the City Council which regularly meets on the second and fourth Mondays of each month.

#### **DUTIES**

The selected Attorney will provide only those services related to labor contract negotiations, including but not limited to: research, position development and cost analysis, evaluation and analysis of comparable organizations, developing contract language, filing appropriate notices with PERC and meeting with the City Council, City Manager, and occasional meetings with administrative staff as deemed necessary by the City Manager. The Attorney will represent the City during bargaining sessions as well as mediation and arbitration if required.

#### **QUALIFICATIONS**

Minimum qualifications include graduation from an accredited school of law with a J.D. degree in law, five (5) or more years of recent experience in the practice of labor law. Must be licensed to practice law before courts of record of the State of Washington, and a member in good standing of the state bar association. Preference will be given to proponents who provide one attorney to cover all City requirements.

#### **COMPENSATION/HOURS OF WORK**

The City and Attorney will enter into a professional services agreement which will address compensation. Proposals shall clearly set forth fees or fee structure to be charged for services.

#### **SELECTION PROCESS**

All proposals will be reviewed and screened by the City Manager. Finalists will be invited for interviews with final selection to be made by the City Manager.

## **REQUIREMENTS**

The selected Attorney will be required to undergo a reference check prior to entering into an agreement with the City, and to provide the City with appropriate proof of insurance, including professional liability insurance.

## **INSTRUCTIONS TO REPLY TO THE REQUEST FOR QULIFICATIONS**

To reply to this RFQ, please submit the following:

- 1) Resume.
- 2) Cover letter and statement of qualifications, which must include Washington State Bar Numbers for all attorneys responding to this RFQ.
- 3) Three professional references with addresses and current phone numbers.
- 4) Responses to the RFQ Questions shown below.
- 5) Questions regarding the RFQ should be directed to City Manager Merlin MacReynold at 360-345-1042, or by email at: [mmacreynold@ci.chehalis.wa.us](mailto:mmacreynold@ci.chehalis.wa.us).

All materials shall be submitted in one packet and provided to the City Clerk's Office at:

**Chehalis City Hall  
350 North Market Blvd. Rm. 101  
Chehalis, WA 98532**

**ALL APPLICATION MATERIALS SHALL BE SUMITTED BY  
5:00 PM on Thursday, February 18, 2016**

Upon the City's discretion, proposals submitted after the due date and time may be considered. Proponents accept all risks of late delivery of mailed proposals regardless of fault. **The Proponent bears all responsibility for ensuring the mailing address is correct.**

## **RFQ QUESTIONS**

- 1) Describe your experience in negotiating collective bargaining agreements. Include the type of agency involved (private, city, state, other), the year the negotiations took place and whether negotiations included mediation and/or interest arbitration.
- 2) Describe the general steps you would take as Attorney to prepare to represent the City in contract negotiations.
- 3) Describe the steps you would take to prepare to begin negotiating a successor Police contract.
- 4) Describe your process, including issues and challenges, in determining and evaluating comparable organizations for negotiation of a successor IAFF contract.
- 5) Describe the level of availability you would have for bargaining sessions and communications with the city administration during the negotiation period.
- 6) Disclose any pending litigation and/or judgments rendered against you and/or your firm in any matter relating to the professional activities of you and/or your firm, including any pending complaints to the Washington State Bar Association.