

**TOWN**  
*Of*  
**PARADISE VALLEY**



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**STAFF REPORT**

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**TO: Mayor Bien-Willner and Town Council Members**

**FROM: Jill B. Keimach, Town Manager  
Deborah Robberson, Acting Town Attorney**

**DATE: March 11, 2021**

**DEPARTMENT: Town Attorney**  
Deborah Robberson, 480-348-3609

**AGENDA TITLE:**  
**Contract CON-21-162-ATY with the law firm of Gust Rosenfeld, P.L.C. to serve as Town Attorney**

**RECOMMENDATION:**  
Approve Contract CON-21-162-ATY the law firm of Gust Rosenfeld, P.L.C. to serve as Town Attorney

**SUMMARY STATEMENT:**  
The Town's long-time Town Attorney, Andrew Miller, retired in mid-December after serving the Town for 22 years. The Town Council determined that it was in the Town's best interest to adopt a hybrid model to provide legal services for the Town of Paradise Valley. This model consists of retaining a law firm to serve as the Town Attorney, while at the same time employing an in-house civil attorney, as well as the Town Prosecutor and support staff.

Pursuant to the Council's direction, the Town engaged in a procurement process and issued a Request for Proposals (RFP) seeking law firms to serve as the Town Attorney. The RFP was open from October 23 to November 20, 2020, and the Town received four proposals, all from highly-qualified and respected law firms and attorneys.

The initial review of the submittals was by a staff Evaluation Committee, which reviewed and evaluated the written proposals and interviewed each of the law firms. The Town Council also evaluated the proposals and interviewed two of the law firms. On March 1, 2021 the Town posted an Intent to Award indicating it would be negotiating with the law firm of Gust Rosenfeld, P.L.C. to serve as the Town Attorney.

Contract CON-21-162-ATY with the Gust Rosenfeld law firm provides that they will provide all general legal services as would be required by the Town Attorney, including providing legal advice to Council and staff, drafting contracts, ordinances, and other legal documents, attending Council and Board and Commission meetings, and

attending staff meetings. The contract is for an initial term of one year, and provides for a lump sum fee of \$180,000 for the Town Attorney legal services. The legal services include a broad range of services, but excludes 'special services' such as litigation. 'Special services' would be available at a discounted rate.

**BUDGETARY IMPACT:**

The Town's expenditure for Town Attorney legal services will be reduced. The former Town Attorney salary and benefits were approximately \$230,000. With a lump sum fee of \$180,000 under this proposed contract, the Town will save at least \$50,000 in the first year. Additional years will be negotiated with the Town Council based on the actual time documented in the previous year.

**ATTACHMENT(S):**

- A. Staff Report