

**ADDENDUM NO.1
TO THE REQUEST FOR PROPOSAL/INSTRUCTION FOR PROPOSERS**


**FOR GENERAL COUNSEL LEGAL SERVICES
CITY OF HOMER, ALASKA**

Addendum Issue Date: August 2, 2019

RFP Submittal Date: August 22, 2019 @ 4:00 PM (Thursday)

Previous Addenda Issued: None

Issued By: Katie Koester
City Manager
City of Homer
Homer, AK 99603



Melissa Jacobsen, MMC, City Clerk

Notice to RFP Submitters:

RFP submitters must **acknowledge receipt of this addendum** by one of the following methods:

- (1) By acknowledging receipt of this addendum in the RFP cover letter when proposal is submitted.
- (2) By email or facsimile which includes a reference to the project and addendum number.

The RFP submittals require acknowledgment individually of all addenda to the RFP. Any Proposals received without acknowledgment of receipt of addenda may be rejected prior to evaluation

The bid documents for the above project are amended as follows (all other terms and condition remain unchanged):

ITEM I – RESPONSE TO QUESTIONS SUBMITTED BY POTENTIAL PROPOSERS

In response to general inquiries relating to the RFP issued by the City of Homer, Alaska for general counsel interested in serving the Homer City Council, the City Manager and City Commissions as appropriate, the following additional information is provided:

- 1) The amounts paid by the city for its retainer and for the separate court cases and legal proceedings for the last three years should be disclosed, along with the total amounts incurred by the city for legal services.

The total amount spent for legal services by the City of Homer is disclosed in General Fund account 5210 (professional services) in the Mayor/Council in the annual budget.

2016: \$184,270 (actual)
2017: \$299,063 (actual)
2018: \$250,000 (budget)
2019: \$268,000 (budget)

An alternative method of disclosure is attorney hours spent on the base retainer and the additional hours billed in excess of the retainer.

City of Homer (506742) Worked Hours Recap		
Homer 2016 - Worked Hours	Flat Fee	Hourly
	1036.8	407.9
Homer 2017 - Worked Hours	Flat Fee	Hourly
	679.8	400.3
Homer 2018 - Worked Hours	Flat Fee	Hourly
	733.0	254.0

- 2) Are there ongoing needs such as a hearing officer which might be met without taking on the entire legal service requirements of the city? The City employees the State of Alaska Office of Administrative Hearings for Hearing Officer needs. These are funded through General Fund account 5210 (professional services) in the Mayor/Council budget. As a matter of policy, the City employs legal counsel who do not work for the City in any other capacity in order to maintain transparency and public trust in the decisions of the Hearing Officer.
- 3) Are there other carve outs similarly situated which might be served by the local Homer bar? The reference to carve outs is unclear.
- 4) Has the city considered bringing an attorney in house, for part or some of its requirements? No. Information was provided to Council on the cost of a full time attorney in 2016 as part of the back-up for renewing the contract with the attorney.
- 5) Many cities publish an annual report on their use of and compensation for legal services. Does the city likewise publish such a report? No. A written attorneys' report is provided to Council throughout the year summarizing legal services provided and ongoing issues.