

## ADVERTISEMENT FOR TENDER OF PROPOSAL

Sealed Proposals/Letters of Interest will be received by the Village of Orwell at the Orwell Village Hall, 179 West Main Street, Orwell, OH 44076 (or by mail and postmarked), by 4:00 o'clock PM on the 11th day of January, 2019, for the following:

- JOB TITLE:** Village Solicitor (an individual lawyer or a law firm).
- QUALIFICATIONS:** Attorney (or law firm) licensed to practice law in the State of Ohio, engaged in the active practice of law in Ohio for the five year period immediately prior to the date of the proposal, familiar with the Ohio Revised Code and local government law, with available time to attend council meetings.
- RESPONSIBLE TO:** Council, works closely with village officials, especially the manager, clerk-fiscal officer, and chief of police.
- JOB DURATION:** By resolution, not to exceed a two-year period, subject to renewal upon approval of council by a subsequent resolution.
- SALARY:** Negotiable, subject to and based on assigned duties, to be incorporated into council's resolution contracting with said lawyer (or law firm).
- JOB GOALS:** To provide legal advice and representation to council and village officials in matters arising from their prescribed duties, and to review and prepare legal documents.

### **PERFORMANCE RESPONSIBILITIES:**

1. Confer with and advise council and village officials in legal matters arising from their prescribed duties.
2. Interpret federal, state, and local laws, rules, regulations, and ordinances for council and village officials.
3. Attend regular and special council meetings.
4. Attend committee meetings, as requested by the manager or the committee chair.
5. Prepare opinion letters for the village when so requested by the Auditor of State.
6. Provide clerk-fiscal officer with detailed monthly statements of time spent on village matters on a tenth-of-an-hour basis, for matters not paid by a monthly retainer.
7. Research and prepare all ordinances, resolutions, and regulations for council action, as requested by council.
8. As requested by council or a village official:
  - a. Review contracts and other legal documents, and approve said contracts as to form.
  - b. Review or prepare easements granted to the village.
  - c. Review or prepare documents pertaining to real estate transfers to and from the village.

- d. Prepare other contracts and legal documents affecting the village (excepting construction contracts prepared by any engineers retained by the village and documents pertaining to village indebtedness).
- e. Provide required assistance to bond counsel chosen by council to prepare documents pertaining to village indebtedness.
- f. Represent the village, council, village officials, and village employees in civil litigation arising from their prescribed duties (except where an insurer of the village retains separate counsel, in which case the solicitor shall assist said counsel). In the event of any conflict of interest between said parties, the solicitor shall be deemed to represent the village itself.
- g. Provide other specialized legal services for the village, council, village officials, and village employees in legal matters arising from their prescribed duties.

Envelopes are to be plainly marked "Orwell Village Solicitor."

Each proposal shall contain the full name and address of every person or firm interested in the same.

The Village of Orwell reserves the right to refuse any and all bids.

Village of Orwell  
Joseph J. Varckette, Village Manager