

REQUEST FOR PROPOSALS

Contract for Village Solicitor

The Village of Perry is requesting proposals/qualifications for a State of Ohio licensed attorney to perform the duties of Village Solicitor. Individuals responding to this Request for Proposals should have extensive experience, a knowledgeable background and qualifications in the provision of the services described herein.

Background:

Perry is a village located in Lake County, Ohio. Estimated population of 1729, constituting 689 households (recent housing developments have likely increased this figure). The village has a total area of approximately 2.18 square miles.

Elected officials include the mayor and six council members. The Village Departments include the Fiscal Officer, Police, Public Works and Zoning.

The Village currently has six full-time employees and full-time fiscal officer; part-time zoning inspector, part-time administrative assistant, multiple part-time public works employees and around fifteen part-time police officers.

The Village hall is located at 3758 Center Road, Perry, OH 44081, which contains the council chamber, police, zoning, mayor and fiscal officer.

Scope of Services:

Ohio Revised Code Title (7) VII Municipal Governments
705.11 Village solicitor or city director of law duties.

“The village solicitor or city director of law shall act as the legal advisor to and attorney for the municipal corporation, and for all officers of the municipal corporation in matters relating to their official duties. The solicitor shall prepare all contracts, bonds, and other instruments in writing in which the municipal corporation is concerned, and shall indorsed thereon. He/Her or his/her assistants shall be the prosecutor in any police or municipal court, and shall perform such other duties and have such assistants and clerks as are required or provided.”

In addition to the general duties outline in R.C. 705.11, the Solicitor will provide the following tasks among others:

1. Attend all regular and special council meetings. Regular Council meeting are currently held on the second Thursday of each month at 6:00 pm. The Village Council may also schedule a second Regular meeting on the Fourth Thursday of the month at 6:00 pm.
2. When requested by Mayor or Council, on an as-needed basis village at work session meetings.

3. Attend all Planning Commission, Board of Zoning Appeals and other meetings relating to boards and/or commissions.
4. Represent the Village of Perry in all judicial and administrative proceedings in which it or any of its officers or agencies may be a party or have an interest.
5. When requested, draft or approve as to form and sufficiency legal documents, contracts, deeds, ordinances and resolutions made, executed or adopted by or on behalf of the Village of Perry.
6. With approval from Village Council, represent in any and all litigation, conduct appeals from orders, decisions or judgements affecting any interest of the Village of Perry as the Solicitor may, in his/her discretion, determine to be necessary or desirable or as directed by Village Council.
7. Subject to the approval of Village Council, have power to enter into any agreement, compromise or settlement of any litigation in which the Village of Perry is involved.
8. Subject to the approval of Village Council, have power to enter into contract negotiations on behalf of the Village of Perry.
9. Render opinions orally and/or in writing, as the need requires upon any questions of law submitted to the Solicitor by Village Council or any member thereof with respect to their official powers and duties and perform such duties as may be necessary to provide legal counsel to Village Council in the administration of village affairs.
10. Supervise and direct the work of such additional attorneys and technical and professional assistants as Village Council may authorize for special or regular employment in or for the Village of Perry.
11. Village Prosecutor for the Police Department.

In accordance with R.C. 733.48, the term of this contract is not to exceed two years.

Minimum Requirements:

1. Licensed to practice law in the State of Ohio for a period of not less than 5 years, and eligible to appear before all state and federal courts in Ohio, as well as Ohio Administrative Agencies and the Office of Administrative Law.
2. Minimum of 5 years of experience in the general representation of municipal governments or municipal authorities.
3. High degree of demonstrated knowledge, experience and ability with the following:
 - a) The operations of local government units in Ohio.
 - b) General litigation and representation of the Village in litigation.
 - c) Acquisition of real estate/
 - d) Assisting with acquiring and administering grants.
 - e) Municipal land use law.
 - f) Extensive knowledge of local public contracts law
 - g) Selling of Village real estate and/or property.
 - h) Human Resources
 - i) Experience in a village form of government.
 - j) Ohio Sunshine Law

4. Sufficient support staff available to provide all general legal services required by the Village of Perry including, but not limited to, legal research, preparation of resolutions, preparation of ordinances, preparation of contracts and other legal documents.
5. Maintain a bond fide principal office in the State of Ohio.

Content of Proposals:

All proposals shall contain the following information:

In addition to demonstrating an ability to meet all minimum qualifications above, the firm must also include and address the following:

1. Provide the name and address of the firm; the name, telephone number, and email address of the individual responsible for the preparation of the proposal.
2. Provide resumes of the designated person that will be responsible for all services required in this proposal and of any associates in the firm that will be expected to deliver legal services to the Village.
3. Include an executive summary of not more than two pages, identifying and substantiating why the individual or firm qualifies to provide the requested services. Describe any other factors the proposing party believes is relevant to its ability to provide the Village with superior service. Include a summary of municipal legal experience with position held and length of service.
4. List current municipal or government clients represented. Include a contact name, position and phone number.
5. If you or any principal therein has been subject to any **professional disciplinary action** over the last three years, you must provide a description of the litigation and/or disciplinary action.
6. Identify any existing or potential **conflicts of interest** and disclose any representation of parties or other relationships that might be considered a conflict of interest with regard to this agreement with the village.
7. Provide a proposal for compensation or a schedule of fees to be charged for professional services. If the respondent proposes to provide services for a flat fee or a fixed retainer, the proposal shall specify which services are not included. The proposal shall also specify the fee that will be charged for such additional services and the basis for the compensation.
 - The Village's current solicitor is compensated at a **monthly retainer and additional compensation for items not mentioned in the scope of services.**
 - The Village is seeking to obtain the provision of top-notch legal services at competitive rates.

Submittal Deadline:

Sealed proposals must be received by **4:30 pm on July 24, 2026**. They may be mailed or hand-delivered to the Perry Village Hall or emailed to jroskos@perryvillageohio.gov . Proposals received after this time will not be considered (opened). All proposals will become the property of the Village of Perry and will not be returned.

Attention: John H. Roskos, Fiscal Officer
Village of Perry
3758 Center Road
Perry, OH 44081

Please direct all inquiries to Acting Mayor Elias Coss or John H. Roskos, Fiscal Officer at 440-259-2671 or email ecoss@perryvillageohio.gov or jroskos@perryvillageohio.gov .

Award & Contract:

Proposals may be opened by the Village at any time after the submission deadline. All proposals satisfying the requirements of this Request for Proposals will be evaluated to determine which proposals best fulfill the needs of the Village. The Village anticipates entering into a contract to fulfill the professional services needed. This Request for Proposals however, does not commit the Village to award a contract, to pay any costs incurred in the preparation of a proposal, or to contract for the goods and/or services offered. The Village reserves the right to accept or reject any and all proposals received as a result of this request, to negotiate with all qualified attorneys or to cancel this Request for Proposals, if it is in the best interest of the Village of Perry to do so.

After the selection of an attorney, the schedule should include a period of collaboration between the Village of Perry and the attorney to better define, elaborate upon and finalize the attorney's exact and final scope of work. While the attorney should assume work begins immediately upon notification that they have been selected, the final scope will be defined by editing, redlining or adding superseding documents or drawings to the proposed scope of work.

Individuals/Firms selected to provide a professional service will be required to supply, at the time of contract execution.

1. A certificate of insurance issued by an insurance carrier authorized to do business in the State of Ohio, reflecting the amount of professional liability insurance in effect during the contract period.
2. A certificate of insurance evidencing worker's compensation coverage in the State of Ohio.