

**CITY OF BELLEVUE**  
Statement of Qualifications  
For  
Legal Services

**SOQ 07-02**  
**City-Wide Roster - Legal Services**

**Introduction**

Thank you for your interest in applying to Bellevue's City-Wide Roster. The roster introduces your business, and the products and/or services you provide, to the various departments within the City. Besides providing a central place to find companies who are interested in doing business with us, the City uses the roster to solicit qualifications, proposals and quotes for a variety of goods and services procured by the City.

The application is available on the City of Bellevue's website at [www.cityofbellevue.org](http://www.cityofbellevue.org), under "Doing Business", "Bid Information", "City-Wide Roster". Acceptance onto the roster does not guarantee work with the City.

Businesses that fall under the heading of "Legal Services" – see definition below - will also be required to submit their Statement of Qualifications. The completed Statement of Qualifications will be linked electronically to the on-line application submitted and will be available to all city Departments. Please note that placement on the roster requires the Statement of Qualification submittal.

**Purpose**

The City of Bellevue City Attorney's Office provides legal advice to City departments and the Bellevue City Council and represents the City in litigation and other contested proceedings. However, at times, the City needs to contract with outside counsel for legal services. Therefore, the City Attorney's office is soliciting Statements of Qualifications from interested law firms and attorneys who have significant experience representing municipalities in the following areas:

<b>Legal Services</b>	
-	Municipal Legal advice
-	Tort Defense
-	Real Property Law
-	Land Use
-	Environmental Law
-	Eminent Domain
-	Civil Rights
-	Labor and Employment Law
-	Public Finance Law
-	Public Construction Law
-	Intellectual Property Law

**Submittal Requirements**

Interested firms and attorneys should submit one (1) hard copy submittal packet and one (1) electronic version (preferably in .pdf format) of their Statement of Qualifications. Submittal packets should be limited to 12 pages and include:

1. **General Information** including number of years in business, size of firm, contact information (including phone, address, e-mail, website & fax number), .
2. **Qualifications** - Describe your capabilities and expertise in providing legal services for each practice area for which you wish to be considered including the name and resume of the attorney(s) available for the legal services in those practice areas. Provide a list of cases defended/filed in the last five years in the area of specialty including a brief description of the case's subject matter and disposition.
3. **References** – Provide a list of references and a list of public sector clients served in the last five years.
4. **Rates** – Provide billing rate for each listed attorney.

## **Submit to:**

Mailing address:

**SOQ 05-02City-Wide Roster - Legal Services**  
City of Bellevue  
Finance Department/Contracting Services  
P.O. Box 90012  
Bellevue, WA 98009-9012

Deliver to:

**SOQ 05-02City-Wide Roster - Legal Services**  
City of Bellevue  
First Floor, SERVICE FIRST DESK  
450 110<sup>th</sup> Ave. NE  
Bellevue, WA 98004

Submit Electronic Document to:

[contracting@bellevuewa.gov](mailto:contracting@bellevuewa.gov)

## **Public Records**

Under Washington State law, the documents (including but not limited to written, printed, graphic, electronic, photographic or voice mail materials and/or transcriptions, recordings or reproductions thereof) submitted in response to this statement of qualifications (the "documents") become a public record upon submission to the City, subject to mandatory disclosure upon request by any person, unless the documents are exempted from public disclosure by a specific provision of law. If the City receives a request for inspection or copying of any such documents, it will promptly notify the person submitting the documents to the City (by U.S. mail and by fax if the person has provided a fax number) and upon the written request of such person, received by the City within five days of the mailing of such notice, will postpone disclosure of the documents for a reasonable period of time as permitted by law to enable such person to seek a court order prohibiting or conditioning the release of the documents. The City assumes no contractual obligation to enforce any exemption.

## **General Terms & Conditions**

Questions may be directed to **Contracting Services** at **425-452-7876** or emailed to [contracting@bellevuewa.gov](mailto:contracting@bellevuewa.gov).

The City of Bellevue reserves the right to review qualifications and/or conduct interviews with various firms from the roster prior to selecting a firm to provide legal services. The City of Bellevue also reserves the right to advertise separately for proposals for individual projects. Placement on the roster does not guarantee work with the City.

Firms selected for contracts will be required to comply with the City of Bellevue's Insurance requirements. Questions regarding insurance requirements can be discussed with Contracting Services at 425-452-7876.

The City of Bellevue reserves the right to reject any submittal and waive irregularities and informalities in the selection process. This solicitation does not obligate the City to pay any cost incurred by respondents in the preparation and submittal of the SOQ's. Furthermore, this solicitation does not obligate the City to accept or contract for any expressed or implied services.

The City of Bellevue is committed to a program of equal opportunity regardless of race, color, creed, gender, religion, age, nationality, or disability. Disadvantaged, minority, and woman-owned businesses are encouraged to respond.