

RICHLAND COUNTY
REQUEST FOR PROPOSALS
FOR
LEGAL SERVICES OF CORPORATION COUNSEL

October 2025

Prepared by
The Richland County Administrator
<https://www.co.richland.wi.us/>
608-649-3001

I. REQUEST FOR PROPOSALS

Richland County Request for Proposals Legal Services

Notice is hereby given that Richland County is requesting proposals on a contract basis for services of Corporation Counsel, including all professional and clerical support effective January 1, 2026 or as otherwise agreed. The County Administrator and the Executive and Finance Committee of the Richland County Board of Supervisors will review the proposals for compliance with the terms, conditions, and stipulations as herein specified.

Original copies of the Proposal must be received no later than Tuesday November 11, 2025 at noon. Submissions must be in a sealed envelope with the following notations on the envelope:

Richland County
Proposal for Corporation Counsel
County Clerk Office
181 W. Seminary Street
Richland Center, WI 53581

Proposals received after the date listed may not be accepted.

Proposals will be reviewed by the Executive and Finance Committee on November 11, 2025 at 5:00 pm. If requested, the bidder may be asked to attend the Executive and Finance Committee meeting on November 24, 2025 at 5:00 pm to answer questions of the committee.

All proposals received are to remain in effect for a period of not less than ninety days from the proposal due date. All proposals submitted become the property of Richland County and cannot be returned.

Richland County reserves the right to accept or reject, in whole or in part, any and all proposals, cancel this solicitation, waive any informality associated with the process, and award the contract to the firm which best serves the interest of Richland County.

All firms submitting a Proposal will be notified of the results of the initial proposal opening. Persons having questions should contact Tricia Clements, County Administrator at 608-649-3001 or tricia.clements@co.richland.wi.us.

II. GENERAL TERMS AND CONDITIONS

Contract Period

Richland County wishes to contract for services for a three-year term, 2026-2028.

Disclaimer

Each respondent is responsible to assure that their proposal will provide the level of service outlined herein. Any deviation from such services must be clearly indicated in the proposal.

Mandatory Requirements

All submitters must be in full compliance with Wisconsin Statutes, Section 59.42 regarding Corporation Counsel duties.

The contents of the RFP (including all attachments), the RFP Addenda and any subsequent revisions and the contract proposal from the successful applicant, will become contractual obligations.

Contract Awards

Richland County will award the contract for Corporation Counsel services based on cost, conformity to specifications and the ability to provide the quality of service expected of a Corporation Counsel to Richland County.

No revisions to the original proposals will be allowed, other than those requested by the County for final terms through the selection process.

A properly executed contract shall be entered into no later than December 31, 2025 or as otherwise agreed.

Richland County reserves the right to reject any and all proposals, in whole or in part, cancel this solicitation, waive any informality associated with the proposal process and award the contract determined to be in the best interest of Richland County.

Individuals To Be Served

Services shall be provided to the Richland County Board of Supervisors and all departments of the County. The Corporation Counsel is under the general supervision of the County Administrator. The specific responsibilities are outlined in the attached required duties.

Termination of Contract

The Richland County Board of Supervisors retains the ability to terminate the contract with the provider upon ninety (90) day written notice without reason or explanation.

The Contractor retains the ability to terminate the contract with the County by providing 120 day written notice to the Administrator.

Renewal of Contract

The Richland County Board has the right to renew the contract of the Corporation Counsel upon majority vote of the County Board of Supervisors. The report shall outline the cost of the renewal contract and shall be presented to the Board by the Executive and Finance Committee.

Public Information

It is the intention of the Executive and Finance Committee of the Richland County Board to maintain an open and public process in the submission, review and approval of this contract. All materials submitted by applicants will be made available for public inspection after the notice of intent to award or not to award the contract based on the evaluations(s) of the proposals submitted.

III. REQUIRED DUTIES of CORPORATION COUNSEL

General Statement of Duties

- To provide superior legal counsel and representation in all civil matters involving Richland County, the Richland County Board and the County's employees, officers, agents, boards and commissions.
- To provide legal opinions to the County Board members, County Administrator, department heads and staff (as authorized by the Administrator).
- Interpret state statutes related to Wisconsin Open Meetings Law and other statutes as relates to County government, including the powers and duties of the Board and County officers.

III REQUIRED DUTIES (CON'T)

- Advise and assist the County Treasurer in instituting appropriate actions to foreclose tax liens by action IN REM pursuant to Section 75.521 of the Wisconsin Statutes and to advise the County Tax Claims Committee with respect to any taxation problems affecting Richland County.
- Examine State of Wisconsin special charges which are made against Richland County and determine if such charges are properly and legally chargeable.
- Assist in collecting commitment charges under the commitments made by the various courts of the County.
- Draft and review contracts and leases executed by the County as requested.
- Prepare and review resolutions, ordinances, directives and other legal documents, providing direction regarding completeness and correctness as directed.
- Prosecute and defend civil actions under the jurisdiction of the respective county office, including pretrial preparation, conduct of trial, and appeals therefrom in State and Federal courts as requested.
- Reviews policies and procedures of the County as requested to ensure compliance with Federal, State and County directives or mandates.
- Provide representation of the County as directed by the County.
- Keeps apprised of changes in laws and regulations, advising applicable departments of such changes.
- Defend planning and zoning decision making process.
- Direct Summons and complaints processes when there are violations of county ordinances.
- Attends court proceedings as necessary when citations are issued.
- Litigate for compliance as required.

- Provide back up to the assistant corporation counsel on behalf of the Child Support Agency and appear in court representing the State's interest in matters related to establishing paternity, establishing or enforcing child support and/or health insurance, or any other matters related to services provided to Title 1 V-D cases.
 - Review or approve pleadings, including summons, petitions, order to show cause, motions, etc. for scheduled IV-D court hearings utilizing appropriate Child Support documents.
 - Review or approve court orders, temporary orders and judgments utilizing appropriate documents, and the current child support state systems.
 - Provide legal and technical assistance to the Richland County Child Support Agency as needed. Represent the Department in proceedings.
- Assist and defend the Health and Human Services Department in compliance with Wis. Statutes 97, 125, 251, 252 & 254.
- Prepare, review & file orders, petitions, and all documents to assist with Chapter 54, and 55 Guardianship and/or Protective Placement cases involving the Department of Health and Human Services. Represent the Department in proceedings. Available as needed for calls from law enforcement and/or DHS social workers related to 51 and 55 emergency detentions.
- Provide back up to the assistant corporation counsel to prepare, review & file orders, petitions, dismissals, and all documents to assist the Department of Health and Human Services with Chapter 51 STATE ALCOHOL, DRUG ABUSE, DEVELOPMENTAL DISABILITIES AND MENTAL HEALTH ACT. Represent the Department in proceedings.
- Election Laws-Provide advice and opinions to staff regarding administration of current laws.
- Report on a regular basis to the County Administrator on status of ongoing litigation and Corporation Counsel activities.
- Basic knowledge of state and federal personnel laws and regulations. Outside counsel is currently utilized for specific matters.

IV. REQUIREMENTS OF THE BIDDER

Provide legal services through qualified professionals with recognized credentials as a practicing attorney with admittance to Wisconsin State Bar. Admittance to the US Federal District Court for the Western District of Wisconsin and the US Court of Appeals

for the 7th Circuit. Comprehensive knowledge of municipal law and State Statutes governing the operation of County Government.

Knowledge of pertinent judicial procedures and rules of evidence, ability to determine the adequacy and accuracy of findings of fact, the application of legal principles, and the content of pleadings, briefs and opinions.

Ability to provide reliable and sound legal counsel in the field of Municipal Corporation Law in a timely manner.

Knowledge of governmental organization, legislative procedures and judicial procedures.

Demonstrated capacity for originality and analytical thinking.

Knowledge of Parliamentary Procedure. Experience in providing advice regarding such.

Demonstration of sufficient support staff to prepare all documents in a timely and efficient manner.

Ability to prosecute cases before the Circuit Court in the presence of a jury.

Provide for a back-up attorney when Corporation Counsel is unavailable.

Whenever a conflict of interest arises that requires the Corporation Counsel to recuse him or herself, Counsel agrees to provide a written explanation of the conflict and assist in retention of conflict counsel.

V. PROPOSAL DOCUMENT

The bid shall cover the period from 1/1/26 through 12/31/28 inclusive.

Firm_____

Address_____

City_____ State_____ Zip_____

My firm proposes to provide the Services of Corporation Counsel to Richland County on a contractual basis for the period specified. We will provide these Services as specified at the rates listed for each category of service rendered.

By Signing below, I certify that I am entitled and empowered to enter a proposal on behalf of the firm listed above and that I have read and understand fully all of the requirements, terms and conditions of said services.

Signed _____

My Title_____

Date _____

* Unsigned Proposals may not be accepted!

On a separate sheet of letterhead please provide a cost proposal for services. Costs should be listed on an hourly basis to include all expenses, including any mileage that would be charged to the County. Be sure to specify rates for 2026-2028 and 2029-2031 if so desired, should your firm be selected.

VI. QUESTIONNAIRE

1. State the name of your firm, office address and the name, address and telephone number of the person whom the County will be dealing with regarding this proposal.
2. Does your firm provide consulting services for other municipalities in Wisconsin? Please provide percentage of total business this “municipal” work comprises.
3. How many years has your firm offered legal services and to what types of clients.
4. Does your firm have an Affirmative Action/Equal Employment Opportunity policy? If so, please provide a copy of the document.
5. Explain the preferred method and process of payment desired for the contracted services.
6. Explain in detail how your firm intends to provide devoted customer service to ensure timely response to inquiries from Richland County.
7. What do you anticipate being the response time to requests/questions from Richland County?
8. Please provide information on staff members that may be providing services and the service they will provide.
10. Please name the individual who will be responsible for such duties in the absence of the primary individual.
11. Describe your experience in a trial setting including experience making presentations before a jury.
12. Describe the liability/malpractice coverage provided by your firm and how it relates to the services provided for Richland County.
13. List the name and location of three (3) current municipal clients who utilize your services on a contracted basis.
14. List the name and location of three (3) municipal clients who have utilized your services on a contracted basis in the past and have terminated such contracts. If you wish, please provide the reason(s) why.
15. What conflicts of interest do you anticipate?

Thank you for participating in this proposal process.

Proposal Submittal form, rate schedule, and answers to all questions above are to be included in your proposal Response.