

**CITY OF UNION GAP  
REQUEST FOR  
PROPOSALS  
CITY ATTORNEY LEGAL SERVICES**

The City of Union Gap is accepting proposals from qualified professional law firms or individuals to provide City Attorney General Legal Services on a contractual basis from **April 1, 2026** through **March 31, 2029**.

A summary of the scope of services, minimum qualifications, and proposal requirements are available from the City Clerk's Office, 102 W. Ahtanum Road, Union Gap, WA; by calling (509) 248-0432; or by emailing the City Clerk at: [Lynette.Bisconer@uniongapwa.gov](mailto:Lynette.Bisconer@uniongapwa.gov).

Proposals are to be submitted to the City Clerk by **4:30 p.m., PST, March 17, 2026**, at the address stated in the previous paragraph. All proposals must be sealed and marked "City Attorney-Legal Services Proposal"

The City reserves the right to reject any and all proposals, to waive informalities and irregularities in the proposal submitting process, to negotiate further with all proposers within the competitive range, and to accept a proposal which is considered to be in the best interest of the City.

Lynette Bisconer, City Clerk and Director of Finance and Administration

## **I. INTRODUCTION**

The City of Union Gap (City) is soliciting proposals from qualified firms to provide legal services for the City for a three-year period commencing **April 1, 2026** through **March 31, 2029**.

This document outlines the requirements, selection process, and the documentation necessary to submit a responsive proposal for this service. Sealed proposals (one original and five copies) shall be submitted by **4:30 p.m., PST, March 17, 2026**:

Lynette Bisconer - City Clerk and Finance Director  
City of Union Gap  
P.O. Box 3008  
Union Gap, WA 98903-0008

Envelopes containing the proposals are to be sealed and clearly marked: "City Attorney-Legal Services Proposal."

All proposals shall be considered valid for a period of ninety (90) days from the proposal closing date and shall contain a statement to that effect. Accepted proposals shall be subject to applicable laws and regulations governing public disclosure. Any information received within the proposal will be considered part of the public record of this procurement.

The City reserves the right to reject any and all proposals, to waive informalities and irregularities in the proposal submitting process, to negotiate further with all proposers within the competitive range, and to accept a proposal which is considered to be in the best interest of City.

Requests for additional information or questions should be addressed to Gregory Cobb, City Manager, at the above address, or by calling (509) 248 – 0432, or via email at [gregory.cobb@uniongapwa.gov](mailto:gregory.cobb@uniongapwa.gov).

## **II. AGENCY BACKGROUND**

The City of Union Gap is a municipal corporation operating under laws applicable to Non-Charter Code Cities. The City has a population of approximately 6,582, its own police department, public works department, water utility, and finance department. The City has approximately 48 employees. The City is a member of Washington Cities Insurance Authority's (WCIA) municipal risk pool.

## **III. CONTRACT PERIOD**

It is anticipated that the period of contract will be three years, with renewal after the initial 36 months to be negotiated in good faith by the parties. The City retains the right to solicit other proposals for City Attorney after the initial 36-month contract, or if the City's needs

for general legal services change substantially.

#### **IV. SCOPE OF SERVICES**

##### **A. Description**

Act as general legal counsel to the City elected officials and City Staff. Legal counsel will provide representation, advice, and interpretation of municipal law as it applies to the City, **except** for (i) legal services provided by the City Prosecutor, (ii) legal services provided by legal counsel assigned by WCIA, and (iii) those legal services needed on matters prohibited as a matter of law, or under the Washington State Supreme Court Code of Professional Responsibility. Such information will involve federal and state laws as well as local statutes and ordinances.

##### **B. Typical Duties (not exhaustive)**

- 1) Provide general legal advice to the City Manager, Department Directors, City Council, and all City Boards and Commissions regarding all legal matters relating to the performance of their duties.
- 2) Maintain knowledge of issues facing the City and be prepared to offer timely legal opinions.
- 3) Attend City Council meetings unless excused from attendance by the City Manager. Council meetings are held the 2<sup>nd</sup> and 4<sup>th</sup> Monday of the month unless moved due to a holiday.
- 4) Attend weekly Department Head staff meetings, which are held each Tuesday from 9:00 am to 11:00 am unless cancelled by the City Manager.
- 5) Handle legal actions or administrative proceedings that may be initiated by the City, except matters involving code enforcement, or matters for which the City Prosecutor or WCIA is providing representation, including appeals.
- 6) Appear, initiate, or have other involvement as directed by the City Manager, on behalf of the City, in other dispute resolution proceedings, including, but not necessarily limited to judicial, arbitration or mediation, and appeals thereof.
- 7) Review legislation to be considered by the City Council.
- 8) Respond in a timely manner to inquiries from the City Manager, Department Directors, or authorized City staff members and/or elected officials and provide regular status reports on active issues.

- 9) Assist the Police Department on matters relating to liability issues and/or changes in policy.
- 10) Review and/or draft contracts, including, but not necessarily limited to, real-estate transactions, interlocal agreements, professional services, and purchasing, as requested. May assist in negotiation of such contracts and/or agreements as requested.
- 11) Review ordinances and City Council communications drafted by staff as to form and content, and provide comments, questions, and/or suggestions.
- 12) Prepare and/or review ordinances, resolutions, contracts and other documents as necessary to represent and protect the City's interest and advise the City with regards thereto.
- 13) Represent the City in litigation, including providing assistance as needed to council appointed insurance defense counsel.
- 14) Provide research, recommendation, written legal opinions, preparation and review of issues relating to land use/public property acquisitions/growth management, law enforcement, finance, personnel law, private/public partnerships, and public record requests as requested by the City Manager or Department Directors.
- 15) Provide guidance to the City Council as necessary on the Open Public Meetings Act, guidelines for City Council meetings, and Roberts Rules of Order.

**V. DESIRED QUALIFICATIONS**

- A. Law firm with a practice focused on serving clients in eastern Washington, and which has attorneys with experience in the following areas:
- 1) General litigation, including complex litigation,
  - 2) Land use,
  - 3) Real estate law/transactions,
  - 4) Municipal litigation,
  - 5) Condemnation,
  - 6) Drafting municipal ordinances and resolutions,

- 7) Reviewing and updating city ordinances,
  - 8) Responding to Public Records Act requests,
  - 9) Zoning/land use/city planning,
  - 10) Employment law,
  - 11) Administrative law and procedure,
  - 12) Municipal contracting – including interlocal agreements with municipal, state, and federal governments.
- B. Extensive knowledge of federal, state, and municipal status, case law, regulations and policies relevant to city government in areas of civil, land use, and administrative law; of legal procedures; and of courtroom procedures.
- C. Experience in working with agencies and public boards with substantial annual budgets.
- D. Prior experience as staff counsel for a municipality, county, state agency, and/or the Office of the Washington Attorney General is desirable.
- E. Member of the Washington State Bar in good standing
- F. Law firms must have offices within Yakima County, Benton County, or Franklin County for the purpose of timely interactions between City elected officials, departmental staff, and legal counsel.
- G. Ability to attend all City Council meetings.

## **VI. PROPOSAL REQUIREMENTS**

- A. Firm/practice name, address, phone and fax number.
- B. A summary of firm's qualifications as they relate to the duties and desired qualifications described above, as well as demonstrated knowledge relating to municipal corporations and non-charter code cities under RCW 35A.
- C. A description of how your firm would propose to provide the required legal services. This should include an understanding of the City's service requirements, the firm's ongoing service commitment, responsiveness, office location, etc. Include information on availability and back-up city attorney services, if absent for illness, vacation, trials, etc.
- D. A discussion of the qualifications and experience of each attorney who would provide legal services, along with detailed resumes. This discussion will clearly

identify the person to serve as primary city attorney and will differentiate this person from other supporting key personnel and their area(s) of expertise. For each attorney, please include the following:

- 1) A description of related municipal experience with agencies similar in size to City.
  - 2) Describe any conflicts of interest (real or perceived) that may be incurred with this appointment, and how you propose to address or mitigate them.
  - 3) Describe your philosophical approach to representing municipalities.
  - 4) Discuss experience related to the "Desired Qualifications" set forth above.
  - 5) List three (3) professional references - include the address, phone number, and the nature of your relationship for each.
  - 6) Provide each attorney's Washington State Bar Admittance Number.
- F. A Statement of Contract Compliance: Upon execution of a Professional Services Agreement the person/firm selected will be required to provide proof of comprehensive insurance, general liability or other financial security in a manner satisfactory to the City and sufficient to provide a minimum of \$2,000,000 per occurrence or claim in liability and lawyers' professional errors and omissions coverage.
- G. Propose the type and amount of fee you/your firm is seeking for compensation. Include areas or issues that would require special counsel and a list of items for which you will seek reimbursement costs. (Final agreement will be negotiated under a professional services agreement.)

## **VII. EVALUATION OF PROPOSALS**

All proposals will be reviewed and screened based upon the qualifications and requirements outlined in this request by a committee comprised of the City Manager, Council members, and City administrative staff. Those individuals and/or firms deemed most qualified will be screened further based upon reference checks. The finalists will be invited for interviews. The appointment will be made by the City Manager, subject to the approval of a professional services contract by the City Council.

The criteria to be used in the evaluation of proposals, along with respective weighted importance, are as follows:

CRITERIA	POINTS
1. Qualifications and experience of firm	20
2. Qualifications and experience of key personnel	30

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3.	Litigation experience	30
4.	Cost	15
5.	References	5
	Total	100