



**International Municipal  
Lawyers Association**

*Advancing Excellence in the Practice of Local Government Law*

PROPOSAL FOR THE  
**CITY OF FT. PIERCE, FLORIDA**

Submitted by and reply to:  
Charles W. Thompson, Jr.  
Executive Director and General Counsel  
International Municipal Lawyers Association, Inc.  
7910 Woodmont Ave., Suite 1440  
Bethesda, Maryland 20814  
202-466-5424 x7110  
Direct: 202-742-1016  
Cell: 240-876-6790

November 6, 2015

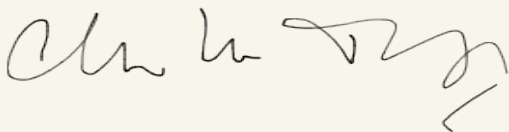
Mr. Robert Bradshaw  
City Manager  
City Hall  
100 N. US 1  
P.O. Box 1480  
Fort Pierce, FL 34954

Re: Proposal to Provide Recruitment Services for the Position of City Attorney

Dear Mr. Bradshaw:

IMLA is pleased to offer this proposal to the City of Ft. Pierce in response to your request to provide assistance with City's recruitment of a full time in-house City Attorney. As the following proposal describes, our project will be delivered by a team of highly qualified law officer managers who have decades of experience working with local governments and in the specific field of law office management including hiring lawyers for specific legal jobs. We will provide the City of Ft. Pierce with the proven expertise you need for recruiting and evaluating candidates for the position. As a membership association for more than 2,500 local governments that are represented through their chief legal officers, both inside counsel and outside counsel, IMLA has provided professional development, legal advocacy, technical assistance, and leading edge information to local governments since 1935. Our ability to provide practical solutions to address organizational challenges, combined with our expertise in law office management, makes IMLA uniquely qualified to assist the City of Ft. Pierce. We look forward to working with you.

Sincerely,



Charles W. Thompson, Jr.

## SCOPE OF WORK

Based on IMLA's recent work for the City in studying the provision of legal services and having consulted with members of the Commission as well as senior members of the City staff, IMLA believes it is well positioned to provide the following services in a timely manner to expeditiously begin a search for a full time in-house City Attorney. IMLA serves as a membership organization for cities, counties and special districts through their chief legal officers and includes within its reach municipal lawyers from around the country that it can tap to outreach for likely candidates for Ft. Pierce. IMLA proposes to provide services in any of the service categories identified below. IMLA will be expected to perform any and all individual tasks listed within each service category unless otherwise directed by the City.

## RECRUITMENT SERVICE CATEGORIES AND TASKS

### I. Marketing:

- A. After consultation with the City Manager, Human Resources Director, Mayor and Commission members (if applicable), review a description of the job requirements, compensation package and develop an appropriate candidate profile and offer suggestions regarding the job description and compensation package.
- B. In conjunction with the city staff, develop a recruitment flyer that fully describes the requirements of the position, the Ft. Pierce community, the City of Ft. Pierce organizational structure and the issues/challenges facing the City of Ft. Pierce.
- C. Develop and implement an aggressive recruitment plan to identify potential qualified candidates, including the preparation and with City's consent and as a reimbursable expense placement of advertisements in appropriate local government magazines, professional journals, publications and web-based/technology-based forms of communication. The City of Ft. Pierce reserves the right to suggest which forms of advertisement are necessary.

### II. Sourcing:

- A. Source currently employed candidates, as well as candidates not affiliated with a current employer.

- B. Review all initial materials submitted by prospective applicants.
- C. Conduct preliminary interviews of those candidates whose background, experience and education best meet the needs of the City of Ft. Pierce.
- D. Provide debriefing for the City on candidacy status and materials.
- E. Provide written spreadsheet of all findings.

**III. Assessment: (As Needed)**

- A. Assess and screen candidates based on their experience, education and skill sets.
- B. Offer recommendations of up to five candidates for interviews by the Commission.
- C. Upon request, participate on-site as an observer during the City of Ft. Pierce Assessment Selection process.
  - Coordinate interviews between candidates and individual Commission members as requested.
  - Coordinate interviews between candidates and the Commission at a public meeting.

**IV. References/Background Checks:**

Conduct reference and background checks of those candidates who appear to be best qualified for the position being recruited. The background checks shall include a review of the applicant's technical ability, as well as the applicant's ability to effectively interact and communicate with the community and co-workers, both publicly and privately. A minimum of three reference checks will be completed.

**V. Administrative Assistance**

Throughout the recruitment, we will provide the City with updates on the status of the search. We will also take care of administrative details on your behalf. Candidates will receive personal correspondence advising them of their status at each critical point during the recruitment. In addition, we will respond to inquiries about the status of their candidacy timely.

**VI. Consulting:**

Provide, upon request, related consulting services, as may be deemed necessary by the City of Ft. Pierce. Such additional consulting services shall be negotiated at the time of the request for service.

The City, at its sole option, will reserve the right to direct IMLA to perform only specific and select portions of the search/selection process or to conduct an entire search/selection process. IMLA will work with City to minimize its costs by using City staff and resources where possible.

**Candidate Travel**

With respect to candidate travel for interviews, we will ask candidates to make their travel arrangements and advise them the City will reimburse them directly for reasonable airfare, hotel, and auto expenses, if allowed. With the cooperation of City staff we will advise candidates what the reimbursement policies of the City are as to standard and customary charges, as well as the City's expectations and parameters regarding travel. We believe that candidates will use discretion and stay within reasonable limits both in pricing and scheduling. These expenses will be paid directly by the City to the candidates upon their timely submission of receipts.

### **Additional Related Services**

Should the City require services outside of those described in our proposal, services will be based on the hourly rates described under Consulting Services. As an Additional Related Service IMLA can help with the negotiations regarding compensation and will work with the City's attorneys to develop a contract with the new Attorney based on IMLA's model contract for city attorneys. We recognize the critical importance of successful negotiations and can serve as your representative during this process. Our experience provides us with insight in negotiating contracts, and we will be available to advise you regarding current approaches to difficult issues such as housing and relocation. Working to secure the appointment of your chosen candidate, we will represent your interests as a resource to your attorney and manager and advise you regarding salary, and benefits. Neither Mr. Mills nor Mr. Thompson are licensed to practice law in Florida and this project does not contemplate that either of them will engage in the practice of law in Florida and none of the tasks to be undertaken under this proposal are intended to involve the practice of law. Nevertheless, as professionals who have managed law offices and hired hundreds of attorneys, Mr. Mills and Mr. Thompson have a unique grasp of the talents that will be required to be the City Attorney for Ft. Pierce.

### **Fees**

IMLA proposes to perform all of the functions described in this proposal for the professional fee of \$10,000 plus expenses. Expenses include reasonable travel expenses to travel to and from Ft. Pierce and stay in the Ft. Pierce area if and when required, including meals, rental car or mileage as appropriate and advertising costs associated with advertising the position based upon the prior approval and consent of the City. Based on an estimate of two days on site (this assumes one full day each site visit) the travel expenses are not to exceed \$2000. For Consulting services IMLA proposes a fee of \$150 per hour based upon work orders approved by the City in advance for services outside the ambit of paragraphs I. through V.

## **G. Foster Mills**

G. Foster Mills recently retired as the Managing Attorney of the New York City Law Department, a position he held for over 18 years. He was responsible for the operation of a law office of 750 lawyers and 700 support staff with a budget of \$180 million. From 1985 to 1997 Mr. Mills was the Deputy Chief of the Department's Contract and Real Estate Division, and for a portion of that time was New York City's Chief Procurement Officer, responsible for the procurement of \$7.5 billion in goods and services annually. He is the recipient of the Corporation Counsel Award for Distinguished Legal Service (2003), is currently the Immediate Past President of the International Municipal Lawyer's Association, and is a former President of the County Attorneys Association of the State of New York (2010). Mr. Mills received a B.A. from the State University of New York at Stony Brook (1975) and a J.D. from Boston University (1978).

## **Charles W. Thompson, Jr.**

Charles W. Thompson, Jr. is the Executive Director and General Counsel of the International Municipal Lawyers Association, Inc. Prior to being appointed to this position Mr. Thompson served as County Attorney for Montgomery County, Maryland from 1995 to 2006 where, under his leadership, the Office of County Attorney received the ABA's Hodson Award recognizing excellence in a public sector law office. For the previous 17 years, Mr. Thompson served as County Attorney for Carroll County, Maryland. Mr. Thompson received a bachelor's degree in history from Virginia Military Institute and earned his Juris Doctor from the University of Baltimore, School of Law where he served as Recent Developments Editor of the Law Review. In addition to serving as President of the Carroll County Bar Association, and as a member of the Executive Committee of the Montgomery County Bar Association, Mr. Thompson served as Chairman of the State and Local Government Law Section of the Maryland State Bar Association, and as Chairman and a member of that Association's Committee on Ethics. Mr. Thompson also served on the Board of Directors and as President of the County Civil Attorneys affiliate of the Maryland Association of Counties. Mr. Thompson is currently serving as an adjunct professor at the George Washington University teaching State and Local Government Law. Mr. Thompson is admitted to practice in Maryland, the U.S. District Court for Maryland, the Fourth Circuit Court of Appeals, and the U.S. Supreme Court. In 2011, Mr. Thompson received the ABA's Jefferson B. Fordham Award for legal advocacy



**INTERNATIONAL MUNICIPAL LAWYERS ASSOCIATION**

7910 Woodmont Avenue – Suite 1440

Bethesda, MD 20814

Phone: 202-466-5424

[www.imla.org](http://www.imla.org)