

**VILLAGE OF MOUNT GILEAD, OHIO
REQUEST FOR QUALIFICATIONS AND FEE PROPOSAL
VILLAGE LEGAL SERVICES (SOLICITOR AND PROSECUTOR)**

The Village of Mount Gilead, a statutory village of 3503 residents in Morrow County, Ohio, invites qualifications and fee proposals from law firms for retention as Village Solicitor pursuant to R.C. 733.48. The anticipated commencement date is January 1, 2027.

SCOPE OF SERVICES

The retained Village Solicitor will serve as general counsel to the Village, including:

- Attendance at regular council meetings (two per month), plus special meetings as called
- Written and verbal legal opinions to council, the mayor, and village officers
- Drafting and review of ordinances, resolutions, and contracts
- Guidance on public records, open meetings, and records retention compliance
- Personnel and employment matters
- Prosecution of Village cases in Mount Gilead Mayor's Court (two court sessions per month, primarily civil traffic citations)
- Representation in litigation and administrative proceedings as authorized

REQUIRED FEE PROPOSAL FORMAT

So that responses can be compared directly, all Solicitor candidates must quote in the following structure:

1. Flat monthly retainer, and the specific services it covers. At minimum, the retainer must include attendance at regular council meetings.
2. Hourly rates by attorney and paralegal (as applicable) for litigation and matters outside the retainer.
3. Rate for Mount Gilead Mayor's Court prosecutions, stated plainly as flat persession, monthly, or hourly
4. An explicit list of services excluded from the retainer
5. Costs and expenses included and excluded

SUBMISSION REQUIREMENTS (NOT TO EXCEED 10 PAGES)

- Solicitor candidate's background and municipal law experience
- Current and recent municipal clients
- Two or three references from comparable communities
- The attorney(s) who would personally serve as Solicitor and attend meetings
- Confirmation of professional liability coverage of at least \$1,000,000
- Disclosure of any current or former representation adverse to the Village, or of parties with matters currently pending before the Village

TERMS

The engagement will be for an initial term of up to two years as authorized by R.C. 733.48, and the engagement will include a 60-day termination provision.

PROCESS

Submit responses by email to Cathy Davis, Mount Gilead Fiscal Officer, at fiscalofficer@mountgilead.net, no later than 4:00 pm on October 19, 2026. All responses will be provided to the members of Village Council. Questions may be directed to the same email address. Responses will be evaluated on municipal experience, the qualifications of the candidate(s) assigned, references, and fee structure. The Village Council will review responses at a meeting and may invite finalists to present. The Village reserves the right to reject any or all responses, to negotiate with any respondent, and to waive informalities. The Village is not publishing a target budget; firms should propose fees based on the workload described above.