



Request for Proposal (RFP) #2021-02  
**Court Appointed Attorney**

For

CITY OF SCAPPOOSE, OREGON

Proposal Submission Deadline:  
4:00 pm on November 2, 2021

**Overview**

The City of Scappoose is requesting proposals from qualified members of the Oregon State Bar to serve as the Court Appointed Attorney, in whole or in part, for the City of Scappoose Municipal Court.

Proposals must be received by November 2, 2021. The desired start date to begin providing the requested services is December 7, 2021. To download a free copy of the full RFP packet, inclusive of the scope of work, evaluation criteria, and contract documents, please visit the City's website at: <https://www.ci.scappoose.or.us/rfps>.

To pose questions regarding the RFP, please contact Alexandra Rains, City Manager, at [arains@cityofscappoose.org](mailto:arains@cityofscappoose.org).

**Owner Reservations.**

Changes to the Scope of Work, whether in response to requests for clarification, or change, or to issue supplemental instructions, may only be made by written addenda. The City will post any notice of any addenda to the City's website (<https://ci.scappoose.or.us/rfps>). It is the responsibility of proposers to check the website prior to submitting a proposal. All addenda so issued shall become part of this request. No other oral or written statements to proposers shall be binding on the City unless reduced to written addenda.

The consultant shall comply with all applicable public contracting requirements. The City may reject or accept any or all proposals or portions thereof, submitted in response to this RFP. The City expressly reserves the following rights to: disregard any or all irregularities in the proposals; reject any or all proposals or portions thereof upon a finding that it is in the public interest to do so; base award with due regard to the quality of services, experience, compliance with the RFP, and other factors as may be necessary under such circumstances; and reject all proposals and re-advertise at the City's sole discretion.

The City of Scappoose is an Equal Employment Opportunity/Affirmative Action Employer.

**Proposals and Selection Process**

Proposals for the **Court Appointed Attorney** request must be received by Alexandra Rains, City Manager, no later than 4:00 pm on November 2, 2021 at the address below. Proposals must be clearly marked "Proposal to RFP: Court Appointed Attorney, RFP #2021-02." Due to the COVID-19 pandemic, the City is allowing RFPs to be submitted electronically – proposers must contact both Alexandra Rains and Scappoose Municipal Court if they choose to submit a proposal electronically.

City of Scappoose

Attn: Alexandra Rains, City Manager

RE: Proposal to RFP: Court Appointed Attorney, RFP #2021-02

33568 E. Columbia Ave.

Scappoose, Oregon 97056

[arains@cityofscappoose.org](mailto:arains@cityofscappoose.org) and [municipalcourt@cityofscappoose.org](mailto:municipalcourt@cityofscappoose.org)