

MEMORANDUM

DATE: June 28, 2021
TO: Ted Corrigan, CEO and General Manager
FROM: Amy Kahler, Chief Financial Officer
SUBJECT: Legal Services RFP Decision Matrix

Legal Services RFP Decision Matrix

DMWW received five responses to the Legal Services RFP (in alphabetical order):

- Dickinson Law
- Dorsey & Whitney, LLP
- Fredrikson & Byron, P.A.
- Hopkins & Huebner, P.C.
- Whitfield & Eddy Law

The attached decision matrix has been developed to assist in evaluating the responses. The candidate responses have not yet been opened, pending support by the Finance & Audit Committee (F&A) for the decision matrix.

Once the decision matrix is finalized, staff will distribute the RFP responses and contact the respondents to advise the evaluation timeline has been extended beyond what was previously communicated.

Evaluation Process and Timeline

The timeline proposed by F&A Committee based on previous committee discussions is included below for reference. F&A will lead the RFP evaluation process, supported by staff members Ted Corrigan, CEO and General Manager, and Amy Kahler, Chief Financial Officer.

The F&A Committee proposes the following timeline and process:

Action	Timeline
Discuss evaluation process and timeline at June F&A Committee meeting	June 8, 2021 (completed)
Review evaluation matrix, including rating areas and weightings, at July F&A Committee meeting. Open and distribute responses after evaluation matrix has been finalized.	July 13, 2021
F&A Committee to review and evaluate responses to RFP, conduct legal firm interviews, and interview references	August – October, 2021
Discuss results of evaluation, interviews, and references at November F&A meeting. Make recommendation based on results of evaluation process.	November 9, 2021
Recommendation presented to Board for approval	November/December, 2021

Des Moines Water Works
Legal Services RFP Decision Matrix

Assessed by:	
Date of Assessment	

Enter your score 1-100 (100 = Exceeds, 1 = Does not meet) in the red boxes next to the category weight percentage

Consultant Assessment Scorecard		Dickinson Law			Dorsey & Whitney			Fredrikson & Byron			Hopkins & Huebner			Whitfield & Eddy			Comments
Criteria	Description	Category Weights	Rating	Value	Category Weights	Rating	Value	Category Weights	Rating	Value	Category Weights	Rating	Value	Category Weights	Rating	Value	
I. Qualifications & Experience	How much experience do the assigned attorney(s) and firm have with municipal law issues, including negotiating contracts and leases; labor and employment; construction contracts and claims; drafting and reviewing legal documents, contracts, and agreements; reviewing personnel, fiscal and board policies; government grant and contract issues; defend lawsuits and administrative claims; litigation; and any other areas DMWW requires counsel?	30%		0	30%		0	30%		0	30%		0	30%		0	
II. Capability and Resources to Handle the Work	Do the assigned attorney(s) and firm demonstrate commitment and resources to handle DMWW's work in a timely and capable manner?	20%		0	20%		0	20%		0	20%		0	20%		0	
III. Other Areas of Advantage	Are there unique considerations or significant items brought forward in the evaluation process or interview that may be of particular advantage to DMWW?	10%		0	10%		0	10%		0	10%		0	10%		0	
IV. Interviews	Do representatives of the firm present a professional and competent image in their communication and interpersonal skills? Does the attorney(s) provide relevant and appropriate examples of prior or comparable work that demonstrate the firm is knowledgeable in the areas DMWW requires counsel? Does the attorney(s) sufficiently demonstrate the value the firm would bring to DMWW?	20%		0	20%		0	20%		0	20%		0	20%		0	
V. References	How relevant are the references to DMWW? How do the references summarize the firm's overall performance? Knowledge? Timeliness? Communication? Etc.	10%		0	10%		0	10%		0	10%		0	10%		0	
VI. Fees	What are hourly rates for each class of personnel, discounts for multi-year commitments, hourly rates/fees for additional services, and any expected out-of-pocket costs?	10%		0	10%		0	10%		0	10%		0	10%		0	
FINAL SCORE				0.0			0.0			0.0			0.0			0.0	

Overall Comments