

Request for Proposals (RFP)

Legal Services – Drafting of Rental Property Ordinance

Introduction

The City of Laingsburg is seeking proposals from qualified law firms to provide legal services related to the drafting of a Rental Property Ordinance. The selected firm will work in collaboration with City staff, elected officials, and applicable boards/commissions to prepare an ordinance that addresses the regulation, registration, inspection, and enforcement of rental properties within the City.

Scope of Services

The selected law firm will be expected to:

- Review existing City ordinances and applicable State of Michigan laws.
- Research best practices and model ordinances related to rental property regulation.
- Provide legal guidance and recommendations tailored to the needs of the City of Laingsburg.
- Draft a comprehensive Rental Property Ordinance that addresses, at a minimum:
 - Rental property registration and licensing requirements
 - Inspection procedures and compliance standards
 - Enforcement mechanisms and penalties
 - Alignment with state statutes and legal precedents
- Attend meetings (in person or virtually) with the City Council, Planning Commission, and/or other boards as needed.

Proposal Requirements

Interested law firms should submit a proposal that includes:

1. **Firm Overview** – Background information, size of firm, and areas of legal expertise.
2. **Experience** – Description of relevant municipal law experience, particularly drafting and implementing rental housing or property maintenance ordinances.
3. **Key Personnel** – Identification of attorneys who will be assigned to this project, including their qualifications and experience.
4. **Approach** – Outline of the firm's proposed process and timeline for completing the ordinance.
5. **References** – At least three municipal clients (preferably in Michigan) that the firm has provided similar services for.
6. **Cost Proposal** – Fee structure, including hourly rates or flat fees, estimated project costs, and any additional expenses.

Submission Instructions

Proposals must be submitted electronically in PDF format by **October 10th 2025** to:

Kim Hamilton
City Clerk
City of Laingsburg
clerk@lainsburg.us
517-651-5374

Anticipated Timeline

- RFP Release: September 18, 2025
- Proposal Deadline: October 10th, 2025
- Review of Proposals: October 20th, 2025
- Selection/Notification: October 22, 2025
- Project Start Date: November 1st, 2025

Reservation of Rights

The City of Laingsburg reserves the right to reject any or all proposals, to waive irregularities in any proposal, and to award a contract in the best interest of the City.