

# Village of Golf Manor Hamilton County, Ohio

## Request for Proposals

Village Solicitor

BID NUMBER: SOL1

DATE ISSUED: Sept 18, 2025



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## **1.0 Introduction**

This document is intended to provide the necessary information for Applicants (may be individuals or firms) to submit a detailed proposal that satisfies the requirements of the Village of Golf Manor (hereinafter, “the Village”) for it’s hiring of a Village Solicitor.

### **1.1 The Village of Golf Manor**

Golf Manor was incorporated as a Village in 1947.

According to the U.S. Census Bureau, the Village has a total area of 0.57 square miles, all land.

As of the 2020 census, Golf Manor’s population is comprised of 3,814 people, 1,573 households.

There are 18.8 “lane miles” of road in the Village, patrolled by the Golf Manor Police Department year round, 24 hours a day, 7 days per week along with other law enforcement services.

The Deer Park-Silverton Joint Fire District provides emergency fire and emergency medical services (EMS) year-round, 24 hours a day, 7 days per week.

Additional information about the Village may be obtained at our website at [www.golfmanoroh.gov](http://www.golfmanoroh.gov).

### **1.2 Objectives**

- 1) The purpose of this Request for Proposal (RFP) is to establish the requirements for applicants who desire to provide services as the Solicitor.
- 2) The Solicitor will provide legal representation and services to a chartered municipality in the State of Ohio including consultation with elected and appointed Village officials, attendance at various municipal meetings performing all other duties customarily performed by a Solicitor in the State of Ohio (see Position Description.)
- 3) Applicants are requested to respond to each specification, and to submit a complete Proposal covering all requirements identified in this RFP package to be considered.
- 4) Proposals submitted must be the original work product of the Applicant.
- 5) Mailed (postal, courier or other delivery service), delivered in-person and date stamped by the Village Clerk during regular office hours, or electronic submissions via email will be considered in response to this RFP. Facsimiles will not be accepted.

- 6) The information presented in the RFP is not to be construed as a commitment of any kind on the part of the Village.
- 7) The Village reserves the right to reject any or all proposals for any reason.
- 8) All proposals shall be deemed final, conclusive, and irrevocable and no proposal shall be subject to correction or amendment for any error or miscalculation.
- 9) All contractual agreements shall be subject to, governed by, and construed according to the laws of the State of Ohio.
- 10) The issuance of subsequent contracts shall be at the sole discretion of the Village.
- 11) The Village, in its discretion, may terminate the contract whenever it is determined that the successful Applicant failed to comply with or breached one or more of the terms and conditions of the contract or specifications incorporated therein.
- 12) If a Proposal is accepted as submitted, the final contract for legal services shall consist of the contract for legal services, this RFP, plus any addenda thereto, and the Applicant's Proposal.
- 13) The submission of a Proposal will indicate the Applicant has read the general and specific instructions, that the Applicant understands the requirements and can supply the services specified.
- 14) All information required by the Proposal except the signature should be typewritten and must be legible. Signatures must be handwritten.
- 15) The Village reserves the right of approval regarding the assignment of the Applicant's personnel to serve as Solicitor.
- 16) At the written request of the Village, the Applicant will immediately replace any personnel assigned.
- 17) The successful Applicant shall be required to provide proof of and maintain a) Worker's Compensation and Employer's Liability Insurance as required by law. b) Professional Liability Insurance including errors and omissions with a limit of not less \$1,000,000, naming the Village as an additional insured party.
- 18) The Applicant agrees to comply with all applicable legal provisions as set forth in the Ohio Revised Statutes, to include all federal, state, and local regulations, ordinances and understands these provisions are part of any contract awarded to the Applicant.

## 2.0 RFP Instructions

### 2.1 Disclaimer

This is a request for proposal only to identify providers that can support our objectives and is not binding on the Village. The release of this RFP should not be construed as such a commitment or as authorization to incur any cost for which reimbursement would be required or sought.

### 2.2 Selection Process

Based on the proposals received and any subsequent meetings requested by the Mayor, Village Administrator, and a selection committee, we will select one or more applicants to recommend for appointment. A contract for services will be executed by the Village Administrator with approval from Council.

### 2.3 Timeline

The following table provides the key RFP events and target dates. Applicants will be notified of any changes in dates.

Date	Task
Thurs, Sept 18, 2025	RFP issued to potential applicants and available publicly via <a href="http://www.golfmanoroh.gov">www.golfmanoroh.gov</a>
Friday, Oct 10, 2025	Applicants to submit intent to respond to primary contact by close of business, 4:30 PM DST.
Friday, Oct 17, 2025	Applicants to submit questions to primary contact by close of business, 4:30 PM DST.
Weds, Oct 22, 2025	The Village to respond to applicant's questions by close of business, 4:30 PM DST.
Monday, Oct 27, 2025	Applicants to submit proposals to primary contact by close of business, 4:30 PM DST.
Thursday, Oct 30, 2025	The Village to contract with selected respondent.

## 2.4 Primary Contact

All contact during this evaluation period must be limited to the primary contact for this project:

Village of Golf Manor  
Attn: Eric Pridonoff, Village Administrator  
6450 Wiehe Road  
Golf Manor, Ohio 45237

Proposals shall be emailed to [e.pridonoff@golfmanoroh.gov](mailto:e.pridonoff@golfmanoroh.gov) or submitted in an envelope plainly marked "Solicitor Proposal" and delivered to:

***Village of Golf Manor  
Attn: Eric Pridonoff, Village Administrator  
6450 Wiehe Road  
Golf Manor, Ohio 45237.***

## 2.5 Proposal Requirements

For each of the requirements listed below, please provide a response that clearly demonstrates how you will fulfill the stated requirement or service. We request that you organize your responses in the same order presented below.

## **3.0 RFP Requirements**

### **3.1 Applicant Overview**

The respondent must provide the following information about their firm/themselves:

1. A brief history and overview
2. Why we should select your services as Solicitor over your competitors.
3. Yours or your firm's achievements/awards.
4. Applicants should list and describe any prior or ongoing engagements or professional relationships that would constitute a potential conflict of interest, together with a statement explaining why such relationships do not constitute a conflict of interest, with regard to serving as a Solicitor for the Village of Golf Manor.
5. The Applicant must represent that they are duly licensed to perform the work requested in this Proposal and is in good standing with the Ohio Bar Association and the State of Ohio.
6. Demonstration of credentials or ability to perform the work including application of all laws and Ordinances, interactions with Village officials, magistrate, prosecutor, accurate communication and record-keeping.

### **3.2 Experience**

Applicants must provide the following:

1. An overview of your experience and training as a Solicitor.
2. An overview of your overall legal experience, including all areas of practice, including criminal prosecution or defense, if any.
3. A statement of significant cases, civil or criminal, which you have had success in.
4. A statement of other legal achievements you have attained.
5. Any languages other than English you are proficient in.
6. Any significant or notable accomplishments that would enhance our selection of you or your firm.
7. Review of the position description and statement of ability to fulfill the requirements as stated.

### **3.3 Training**

The applicant must provide information regarding any training the Applicant or the individual who will be assigned to the Village as it's Solicitor, has undergone to perform the duties of a Solicitor, as well as any continuing education classes.

## **4.0 Billing Information**

The Applicant must provide an overview of their proposed billing information:

1. Their hourly rate.
2. A description of the services you will bill for, including attending various meetings, consultations, court appearances, phone calls, etc.
3. Whether you will bill for any third-party services.
4. Identification of any retainer arrangement that would best serve the operations of the Village's legal department.

## **5.0 References**

Applicants will provide no fewer than three references that the Village Administrator will contact for references. These references should be familiar with your performance as a Solicitor as well as your general legal abilities.