

**CITY OF LYNNWOOD  
REQUEST FOR QUALIFICATIONS  
RFP No. 3413, City Attorney Services  
Proposals DUE: December 9<sup>th</sup>, 2021, 2:00 p.m., EXACTLY, Pacific Local Time**

Public notice is hereby given that the City of Lynnwood, Washington has issued the above-mentioned request for qualifications for a professional service legal firm to serve as the City's regular, ongoing city attorney. This work includes regular, reoccurring services, and legal services provided on an on-call basis. It is expected that the majority of legal services to be provided can be completed remotely through the use of technology. Complete solicitation documents are available at the City of Lynnwood's designated electronic bidding platform with ProcureNow.

Interested firms or individuals **must** complete a **FREE** registration prior to downloading or submitting an electronic response. Visit the City of Lynnwood website <https://www.lynnwoodwa.gov/Government/City-Clerk/Procurement-Contracts-Division> and in the lower right side of the page, click on "Current Contracting Opportunities". If Bidder is not already registered with ProcureNow, click on the subscribe button to create a new account. Instructions for creating and registering with ProcureNow may be found at the ProcureNow website <http://help.procurenw.com/en/articles/2482165-vendor-registration>.

The City of Lynnwood assures that no person shall on the grounds of race, color, national origin, or sex as provided by Title VI of the Civil Rights Act of 1964, as amended, and the Civil Rights Restoration Act 1987 (P.L. 100.259), be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any City sponsored program or activity. The City further assures every effort will be made to ensure nondiscrimination in all of its programs and activities, whether those programs and activities are federally funded or not.

Small, Minority, Women, and Veteran-owned firms are encouraged to submit bids.

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Karen Fitzthum, CPPO, Procurement Officer