



# **REQUESTS FOR QUALIFICATIONS**

## **City Attorney Services**

### **Article I. Purpose**

The City of Port Aransas, a Home Rule Municipality is seeking Request for Qualifications (RFQ) from Individual Attorneys for the purpose of providing legal services to the City of Port Aransas on a contract basis. In order to be considered, proposals must address each of the points requested in this document, including rates and fees.

The individual will be tasked with providing general municipal counsel, basic legal services, advice on special projects, and advice to the City Council. The city requests that one attorney be designated as the point of contact or lead attorney. Accessibility to and a timely response from the attorney is essential to the position.

### **Article II. Service Required**

The individual selected is to have a Juris Doctorate from an accredited law school, a license to practice law in the State of Texas, and be a member in good standing of the State Bar of Texas. Experience with Texas municipalities and knowledge of Texas Municipal Law, Open Meetings Act, personnel law, utility law, election law and land use and zoning regulations.

Basic legal services required include:

- a. Reviewing and drafting ordinances, resolutions, contracts, agreements, deeds, and easements;
- b. Providing advice regarding government operations, elections, open meetings, public information, City Ordinances, State law, personnel matters, property matters, and real estate matters, including annexation, zoning, and condemnation;
- c. Reviewing agendas and materials for Council meetings, anticipating and preparing legal advice on items to be addressed at the Council meeting, and attending Council meetings (Regular meetings are generally at 5:00 p.m. on the 3<sup>rd</sup> Thursday of each month plus special meetings upon request);

- d. Providing legal opinions upon request;
- e. Preparing requests for any necessary Attorney General opinions.
- f. Provide all legal services for municipal court.

The firm will be required to provide a detailed, itemized billing on a monthly basis. In order to avoid misunderstanding, legal services are billable only upon phone, written request, or directive by the City Council, City Manager, or City Secretary. That said, a standing request exists for legal review of contracts, ordinances and resolutions presented to Council for consideration at its Regular Meeting in addition to anticipating and preparing legal advice on issues up for consideration, as well as attendance at the Regular City Council meetings. All other requests must have City Manager approval prior to commencement of the service, including citizens' inquiries. Counsel will be required to generally familiarize himself/herself with general municipal law, including Section 4.04 of the City Charter, and keep abreast of legislation affecting cities outside the scope of billable services. Pre-authorized reference materials and on-going training and travel expenses will be reimbursable in accordance with City policy.

### **Article III. Proposal Requirements**

Please provide the following:

1. Firm or individual name and contact information, including e-mail and website addresses and year organized.
2. Attach a list of Principals in the firm. Include a biographical sketch of each including education, years of experience, years of municipal law experience, and any areas of specialty within the field of municipal.
3. Provide the name of the assigned Attorney and complete resume who will have primary responsibility for the City of Port Aransas legal matters.
4. Provide a list of attorneys who will provide services to the city. Include a description of these attorneys' education, years of legal experience, years of municipal legal experience and any areas of specialty within the field of municipal law.
5. Provide a complete list of all past and present municipal clients including email and phone contact information.
6. Provide a brief summary of the firm's experience in each of the following areas and your strategy for managing those areas which your firm does not have experience and would need to outsource such as:
  - a. Business contracts and agreements.
  - b. Ordinances and resolutions.

- c. Real estate matters including deeds and easements.
  - d. Elections.
  - e. Open meetings and open records.
  - f. State law as it pertains to municipalities.
  - g. Personnel matters and employment law.
  - h. Zoning and development processes.
  - i. Municipal Court prosecution.
  - j. Public Safety.
7. Please list any client that you currently represent that could cause a potential conflict to the City of Port Aransas. Describe how you would resolve these current or future potential conflicts of interest.
  8. If your firm has represented any client in the past five (5) years against the City of Port Aransas or one of its employees, please describe the case(s).
  9. If you have participated in any litigation in the last five (5) years in which the City of Port Aransas or one of its employees was named as a defendant, please describe the case(s).
  10. Proposed hourly rates for each attorney assigned to the City of Port Aransas or any alternative fee structure you propose.
  11. List of references and contact information.
  12. Any other items, which the firm/individual deems necessary.

Each submittal should also provide a summary detailing the experience and understanding of the role of providing consulting legal services, including how the City Attorney balances the relationship between the City Manager and City Council. The summary should also include the Firm/Individuals Mission Statement and a Statement of Values.

## **Article IV. Evaluation Process**

The Request for Qualifications due date is Wednesday, March 15, 2023 at 4:00 p.m. Based on the council's review of submittals, the selected finalists may be required to interview with the City Council at its regular meeting on March 23, 2023 at 5:00 p.m. prior to appointment.

All qualification/proposal packets must clearly mark "SEALED BID – RFQ 2023-01 CITY ATTORNEY SERVICES" and must be sealed and addressed to:

City Secretary  
City of Port Aransas  
710 W. Ave A  
Port Aransas, TX 78373

## **Article V. Inquiries**

Any informational question for this request may be directed to David Parsons, City Manager, via [davidparsons@cityofportaransas.org](mailto:davidparsons@cityofportaransas.org) or at 361-749-4111.