

**REQUEST FOR QUALIFICATIONS
CITY ATTORNEY SERVICES**

City of Castle Hills



RESPONSES DUE:

August 13, 2018

4:00 PM

Central Standard Time

**City of Castle Hills
209 Lemonwood
Castle Hills, Texas 78213
210-342-2341
www.cityofcastlehills.com**

City of Castle Hills

Request for Qualifications

for City Attorney Legal Services

I. Purpose

The City of Castle Hills is a General Law Type A municipality, with a population of approximately 4,474. It provides a wide variety of services to citizens and visitors in the Castle Hills area. These include public safety, municipal court, building inspections, code enforcement and an array of other services. It is imperative this governance relies on quality legal services. This scope of services will include the appointment of one individual or law firm to serve in the position of City Attorney, who will be appointed by and serve at the will of the Castle Hills City Council.

The City of Castle Hills (the “City”) is soliciting sealed Requests for Qualifications (RFQ) from an individual attorney or an attorney firm to provide City Attorney services. Attorneys are invited to submit qualifications for the provision of these services. In order to be considered, responses must address each of the requests for information included in this RFQ. In addition, information regarding rates and fees must be submitted on the Proposed Fees sheet included in this Request for Qualifications (RFQ). The sheet must be submitted in a separate sealed envelope titled “Proposed Fees”.

Any questions regarding this RFQ should be addressed to Ryan Rapelye, City Manager, (210) 293-9673. Sealed responses will be accepted by the City Manager at 209 Lemonwood Drive, Castle Hills, Texas 78213, until 4 p.m. on August 13, 2018. Responses received after this time will be returned unopened.

The City Attorney Services contract is anticipated to be awarded by the City Council in August of 2018. The City of Castle Hills reserves the right to reject any and all proposals.

The scope of services for which fees and rates are requested is divided into three categories: general representation, special projects, personnel and litigation. These categories are more fully described in Section II.

The firm will be required to provide a detailed, itemized billing for each category (including general presentation) on a monthly basis.

II. Professional Credentialing and Legal Services Required

The individual or firm 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 Texas Bar. Experience with Texas municipalities and knowledge of municipal law, municipal finance, personnel law, land use and other regulations as required.

A. Basic Legal Services

1. Reviewing and drafting agreements, contracts, deeds, easements, ordinances, and resolutions.
2. Reviewing agendas and supporting materials for the City Council meetings, furnishing legal advice, attending City Council meetings, generally held on the 2nd Tuesday of each month, and special called City Council meetings, as required, and may include other board, committee, or commission meetings on an “as-needed” basis as requested by the City Manager.
3. Providing timely counsel and advice to City Council, city staff and Boards & Commissions which may take place via telephone during normal business hours or at meetings. Such counsel will generally focus on government operations, elections, open meetings, public information, City Ordinances, State law, personnel matters, property matters, and real estate matters including annexation, zoning, and condemnation.
4. Familiarity with the City’s Code of Ordinances, applicable State and Federal laws, and other applicable documents (such as City Personnel Policies and Procedures, code enforcement process, etc.)
5. Negotiating and administering contracts as well as assisting with contract disputes.
6. Knowledge of laws and methods to facilitate effective code enforcement to improve deteriorating areas of the City, including demolition procedures and property maintenance code provision.
7. Knowledge of Texas Public Information Act and Open Meeting Laws.

B. Special Projects

This category includes any unusually large projects defined as projects that will require 20 hours or more of attorney time to handle. Examples of these special projects may include assistance in development of special purpose agreements or legal assistance to a City Council appointed board, committee, or commission.

C. Litigation

This category includes both preparation for trial and actual courtroom time for all litigation filed by or against the City, Zoning Commission hearings, and condemnation proceedings and other litigation which may arise.

III. Proposal Requirements

Each RFQ must include the following information:

- A. Individual's or firm's name, including the address of office in which the work will be performed.
- B. Number of years the individual or firm has been in business (in the case of a firm, include a list of principals in the firm); a biographical sketch with education, years of legal experience, years of municipal legal experience, and any other areas of specialty within the field of municipal law. A statement identifying the principal anticipated to be the attorney with responsibility for providing the City of Castle Hills with City Attorney Services.
- C. In the case of a firm, a list of supporting attorneys who will provide legal services to the City of Castle Hills named in rank order, any attorney anticipated to represent the City of Castle Hills, complete with educational and credentialing information, years of legal experience, years of municipal legal experience, and information of any areas of specialty within the field of municipal law.
- D. Summary of qualifications, specializations, experience, professional affiliations, special training, and a license to practice law in the State of Texas. A member in good standing of the Texas Bar with experience in Texas municipalities and knowledge of municipal law, municipal finance, personnel law, land use or other related fields.
- E. Number of staff, by discipline, in your law office and copies of their résumés.
- F. List a minimum of five (5) professional references, including current municipal clients that you or your firm has represented in the past five (5) years. List a contact person for each client with a telephone number for the contact person.
- G. Please provide a list of any clients that you currently represent that could cause a conflict of interest with your responsibilities with the City of Castle Hills. Describe how you would be willing to resolve these or any future conflicts of interest.
- H. If your firm has filed any litigation in the past five years in which either the City of Castle Hills or one of its employees was named as a defendant, please describe the case(s).
- I. If you have filed any litigation in the past five years in which a municipality was a defendant, please describe the case(s).
- J. Any other documentation which the firm / individual deems necessary which will detail the firm's or individual's professional experience.

Each submittal should provide a summary detailing the experience and understanding of the role of providing consulting legal services as a City Attorney.

IV. **Proposed Fees.** The fee schedule shall be completed and provided.

**Proposed Fees for City Attorney Services
City of Castle Hills**

The following rates are proposed by the firm or individual of _____ for City Attorney services to the City of Castle Hills.

- | | |
|---|----------|
| 1. General Representation, Monthly Retainer | \$ _____ |
| 2. Special Projects, Hourly Rate | \$ _____ |
| 3. Litigation, Preparation Time – Hourly Rate | \$ _____ |
| 4. Litigation, Court Room Time – Hourly Rate | \$ _____ |

State of Texas §
County of _____ §

I, _____, acting on behalf of the firm of _____ certify that I have reviewed and fully understand the City of Castle Hill's Request for Qualifications for City Attorney services. I further certify and swear that the information submitted in response to the Request for Qualifications is true, correct and fully discloses all information requested to be provided.

By: _____

THE STATE OF TEXAS

COUNTY OF BEXAR

Before me, the undersigned authority, on this day personally appeared _____ of _____, known to me to be the person and officer whose name is subscribed to the foregoing instrument, and acknowledged to me that they executed it for the purposes therein expressed, and in the capacity therein stated.

Sworn to and subscribed before me, under my official hand and seal of office on this the _____ day of _____ 2018.

_____ Notary Public State of Texas

(Seal of Notary)

V. Evaluation Process.

After the deadline for receipt of RFQs, members of City Council including the City Manager will review the submittals, develop an evaluation procedure and select from those they wish to interview in a closed meeting (Executive Session), after which one attorney or firm will be selected by a Council vote.

VI. Contract Award.

The contract will be awarded for an initial period that harmonizes with the City's Fiscal Year and will then be renewed for additional one-year periods unless terminated by either party. However, the City Attorney shall work at the pleasure of the Castle Hills City Council and nothing herein shall limit their ability to terminate the contract at will with no notice or penalty.

BASIS OF AWARD

The City of Castle Hills will make its selection based on the following:

- Demonstrated competence, experience, knowledge and qualifications.
- All things being equal, the City Council of Castle Hills will give first consideration to individuals or firms whose principle place of business is located in the Greater Bexar County area.

All costs, directly or indirectly, related to the preparation of a response to this RFQ or any oral presentation required to supplement and / or clarify the RFQ which may be required shall be the sole responsibility of, and shall be borne by the attorney or attorneys.

Nine (9) originals plus one (1) digital copy of proposal must be sealed and returned to the City of Castle Hills, Attention: Ryan Rapelye, City Manager, 209 Lemonwood Dr., Castle Hills, TX 78213 by **4:00 p.m. Central Standard (Daylight Savings) Time, on August 13, 2018**. All proposals must be plainly marked with "City Attorney Services RFQ".

Proposer is responsible for delivery of response by the date and time set for the closing of the proposal acceptance. Responses received after the date and time set for the closing will not be considered. The City of Castle Hills reserves the right to reject any and all proposals and waive informalities in proposals received.

Any questions regarding this RFQ should be addressed in writing as follows:

Ryan Rapelye [Rrapelye@cityofcastlehills.com](mailto:RRapelye@cityofcastlehills.com)

Final Responses must be delivered by August 13, 2018 at 4 p.m. to the following

address: City of Castle Hills, City Manager
209 Lemonwood Drive
Castle Hills, Texas 78213