



P.O. Box 459, Mineral Wells, TX 76068-0459
Telephone: (940) 328-7711 Fax: (940) 328-7732

**Request for Qualifications
City Attorney Services
City of Mineral Wells, Texas**

I. Purpose

The City of Mineral Wells, a Home Rule Municipality, is soliciting Request for Qualifications (RFQ) from experienced Professional Legal Firms or Individual Attorneys for the purpose of providing legal services to the City of Mineral Wells on a contractual basis.

The firm/individual will be tasked with providing general municipal counsel, basic legal services, guidance on special projects, advising the City Council, and prosecution in the Municipal Court. The City requests that one attorney be designated as the point of contact or lead attorney.

II. Services Required

The firm/individual selected is to possess 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 with the Texas Bar. Experience with Texas municipalities and a comprehensive knowledge of municipal law, municipal finance, personnel law, as well as land use and regulation is strongly preferred.

Basic legal services required include:

- a. Reviewing and drafting ordinances, resolutions, contracts, agreements, deeds, and easements;
- b. Negotiating and administering contracts, as well as assisting with the resolution of contractual disputes;
- c. Providing timely 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;
- d. Reviewing agendas and materials for the City Council meeting, preparing legal advice, attending City Council meetings;
- e. Attending regular meetings of the City Council and occasional special meetings. (Generally two regular meetings monthly – typically the 1st and 3rd Tuesday);
- f. Attending Board and Commission meetings only on an “as – needed” basis;
- g. Providing counsel and advice to City Council, Staff, and Boards and Commissions; and
- h. Serving as the Municipal Court Prosecutor.

III. Proposal Requirements

Each Statement of Qualification (SOQ) must address, but does not need to be limited to, the following issues:

1. Firm or individual name, including the address of all firm offices, identifying in which office the work will be performed.
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 law.
3. Provide the name and complete resume of the assigned Attorney who will have primary responsibility for the City of Mineral Wells 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 current municipal clients, including email and phone contact information. Please identify five clients which you think are most comparable to the City of Mineral Wells.
6. If your firm has represented a city in the last five years that you no longer serve as City Attorney, please provide the following information:
 - a. Name of the city.
 - b. Name of City Manager (or appropriate reference) and contact information.
 - c. Explanation regarding why you no longer represent that city.
7. Provide a brief summary of the firm's experience in each of the following areas and your strategy for managing those areas in which your firm does not have experience and would be required to outsource:
 - a. Business contracts and agreements.
 - b. Bidding and procurement.
 - c. Ordinances and resolutions.
 - d. Real estate matters, including condemnations, platting, deeds and easements.
 - e. Subdivision Regulations.
 - f. Zoning matters.

- g. Annexation and Extraterritorial Jurisdiction issues.
 - h. Election procedures and law.
 - i. Eminent Domain.
 - j. Open meetings and open records.
 - k. State law as it pertains to municipalities.
 - l. Personnel matters, including non-civil service police and fire.
 - m. Zoning and development processes.
 - n. Economic development incentives, including Chapter 380 provisions.
 - o. Economic development corporations.
 - p. Tax Increment Reinvestment Zones.
 - q. Municipal Court prosecution.
 - r. Police and Public Safety specialty law.
 - s. Special Districts (e.g. MDD; PID, etc...)
 - t. Emergency Services Districts.
 - u. Charter and charter amendments.
8. Please list any client that you currently represent that could cause a potential conflict of interest with the City of Mineral Wells. Describe how you would resolve these current or future potential conflicts of interest.
 9. If your firm has represented any client in the past fifteen years against the City of Mineral Wells or one of its employees, please describe the case(s).
 10. If you have filed any litigation in the last five years in which a municipality or the Texas Municipal League was a defendant, please describe the case(s).
 11. 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 Mayor and Council as well as the City Manager and staff.

IV. Evaluation Process

Based on the council's review of submittals, it is expected that several firms may be short listed for further consideration, and may be required to submit supplemental information. Additionally the selected firm(s) may be required to make a presentation before the Mayor and City Council.

Please submit 8 copies of the Qualifications Statement with a maximum of 8 pages each, by 2:00 p.m. local time on Friday, November 18, 2016.

Mailing Address:
Juanita Formby, City Clerk
City of Mineral Wells
P.O. Box 460
Mineral Wells, TX 76068

Physical Address for Courier Service:
Juanita Formby, City Clerk
City of Mineral Wells
115 S.W. 1st Street
Mineral Wells, TX 76067

V. Contract award

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

All costs directly or indirectly related to 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 your firm. There is no expressed or implied obligation on the part of the City of Mineral Wells to reimburse responding firms for any expenses incurred in preparing or presenting a Request for Qualifications in response to this request.

VI. Inquiries

Respondents shall direct all inquiries and communications concerning this Request for Qualifications to the Point of Contact listed below:

John Moran,
Director of Finance
P.O. Box 459
Mineral Wells, TX 76068
jmoran@mineralwellstx.gov
940.328.7711