

CITY OF PRAIRIE VIEW, TEXAS

REQUEST FOR PROPOSALS

CITY ATTORNEY SERVICES

The City of Prairie View, Texas (the “City”), is soliciting sealed proposals (RFPs) for provision of City Attorney Services to the City. In order to be considered, proposals must address each of the requests for information included herewith. In addition, information regarding rates and fees must be submitted on the sheet provided.

Any questions regarding this RFP should be addressed to David Allen, Mayor, 936-857-3600. Sealed proposals will be accepted by David Allen, Mayor, until 4:00 p.m., Wednesday, August 29, 2018.

Submission of Response

By mail:

City of Prairie View

Mayor David Allen

P.O. Box 817

Prairie View, TX 77446

In-person:

City of Prairie View

Mayor David Allen

44500 Business Highway 290

Prairie View, TX 77446

Proposals received after this time will be returned unopened. The City reserves the right to reject any and all proposals, to request additional information concerning any proposal for purposes of clarification, and to waive any irregularities and informalities in the submittal and evaluation process. This RFP does not obligate the City to pay any cost incurred by respondents in the preparation of a proposal. Furthermore, this RFP does not obligate the City to accept or contract for any expressed or implied services.

The scope of services for which fees and rates are requested is divided into five (5) categories: general representation, economic development corporation representation, special projects, litigation, and municipal court prosecution. These categories are more fully described for your clarification. The firm will be required to provide a detailed, itemized invoice for each category (including general representation), on a monthly basis.

Background: The home rule City is located in northern Waller County, has a population of approximately 6,369 (2015 U.S. Census estimate), and is anticipating rapid growth in the near future. The City operates under a Mayor-Councilmember form of government. The City Council consists of a Mayor and five (5) councilmembers elected from districts.

General Representation

1. Attend and provide legal advice at all City Council meetings, generally two (2) per month – 2nd and 4th Mondays.
2. Attend and provide legal advice at all Planning & Zoning Board meetings, generally on an “as needed” basis.
3. Attend other meetings as required.
4. Telephone and email consultations with City staff and Council during normal business hours.
5. Preparation and/or review of ordinances, resolutions, contracts, agendas, and open records requests, and other documents, as required.
6. Preparation of legal opinions at the request of the Mayor or his/her designee.
7. Training of non-legal City personnel in legal matters and risk management in order to reduce legal expenses and avoid litigation.
8. Provision of legal advice for personnel-related matters.
9. Advise City personnel on purchasing procedures and public contracting.
10. Advise City personnel on matters related to annexation and/or property condemnation.

Representation of Prairie View Economic Development Corporation (PVEDC)

The individual or firm selected will be responsible for providing legal assistance as requested by the PVEDC Board of Directors. All costs of legal services for PVEDC representation will be paid by the City and reimbursed by the PVEDC.

Special Projects

This category includes any unusually large projects defined as ones that will require twenty (20) or more hours of attorney time to handle. Examples of these special projects may include, but are not limited to, assistance in development of special purpose agreements or legal assistance to a City Council appointed committee.

Litigation

This category includes both preparation for trial and actual courtroom time for all litigation filed by or against the City.

Municipal Court

This category includes the prosecution and trial of all Class C misdemeanors in the Municipal Court and appeals.

Statement of Qualifications

Please attach responses to the following requests for information:

1. Name of firm and year organized (include physical and mailing addresses and telephone number).
2. Attach a list of Principals in the firm; include a biographical sketch of each. Include education, years of legal experience, years of municipal legal experience, and any areas of specialty within the field of municipal law.
3. Provide the name of the principal in the firm who will have responsibility for the City's dealings.
4. Attach a list of attorneys who will provide service to the City. Include a description of these attorneys' education, years of legal experience, years of municipal legal experience, and information on any areas of specialty within the field of municipal law.
5. Provide a list of current municipal clients, a contact person for each, and a telephone number for the contact person.
6. If your firm has represented a city during the last five (5) years that it no longer serves, please provide the following information:
 1. Name of city,
 2. Name of contact person, and
 3. Reason that you no longer represent such city
7. Please list any clients that you currently represent that could cause a conflict of interest with your responsibilities with the City. Describe how you would be willing to resolve these or any future conflicts of interest.
8. If your firm has filed any litigation in the past five (5) years in which either the City or one of its employees was named as a defendant, please describe the case(s).
9. If you have filed any litigation in the past five (5) years in which a municipality was a defendant, please describe the case(s).
10. Describe the standard timeframes for responses to direction and/or inquiry from the City.

Evaluation of Requests for Proposals: The City reserves the right to accept or reject any and all submissions in the best interest of the City. In connection with the evaluation, the City may invite one (1) or more applicants to make an oral presentation to the City Council.

The following information will be taken into consideration during the evaluation process:

1. Meets qualifications identified in the Request for Proposals.
2. Included complete and clear responses to requested information.
3. Familiarity with laws and regulations governing Texas municipalities and operating procedures relative to conduct of City business.
4. Ability to provide the full range of services requested.
5. Demonstration of workload capacity and a level of experience commensurate with the level of service required by the City.
6. The professional reputation for providing high-quality services, the ability to work cooperatively with the Mayor, City Council, and other City staff.
7. Demonstrates sound judgment, integrity and reliability as determined by the references provided.
8. Cost of providing basic and hourly services as per the submitted rate schedule. Though the cost of service is important to the City, it is not necessarily the most critical factor in evaluating a submittal.
9. Results of interview (if required).

CITY OF PRAIRIE VIEW

Proposed Fees

City Attorney Services

The following rates are proposed by the firm of _____ for City Attorney Services to the City of Prairie View.

1. General Representation

Hourly Rate \$ _____

Monthly Retainer \$ _____

2. Economic Development Corporation Reprerentation

Hourly Rate (Partner) \$ _____

Hourly Rate (Senior Associate) \$ _____

Hourly Rate (Associate) \$ _____

Hourly Rate (Law Clerk) \$ _____

Hourly Rate (Paralegal) \$ _____

3. Special Projects

Hourly Rate (Partner) \$ _____

Hourly Rate (Senior Associate) \$ _____

Hourly Rate (Associate) \$ _____

Hourly Rate (Law Clerk) \$ _____

Hourly Rate (Paralegal) \$ _____

4. Litigation

Preparation Time - Hourly Rate \$ _____

Court Room Time - Hourly Rate \$ _____

5. Municipal Court

Hourly Rate \$ _____

Per Docket Rate \$ _____

I, _____ acting on behalf of the firm of _____
certify that I have reviewed and fully understand the City of Prairie View's Request for
Proposals for City Attorney Services. I further certify and swear that the information submitted
in response to the Request for Proposal is true, correct and fully shows all information required
to be reported.

By: _____

The State of Texas §

§

County of Harris §

This instrument was acknowledged before me on _____ (date)

by _____ (Name of signer[s]).

_____ (Signature of Notary)

(Seal of Notary)