

City of Raymondville, Texas
Request for Qualifications (RFQ)
For City Attorney/Legal Services

The City of Raymondville is requesting Statements of Qualifications from interested attorneys or law firms for services related to providing legal assistance to the City of Raymondville. The selection of an attorney or firm will be made based on the consideration of qualifications related to factors contained in the Request for Qualifications. The attorney or firms 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.

Detailed specifications are on file at the City Manager's Office, located at 142 S. 7th Street, City Hall, Raymondville, Texas, 78580. Questions regarding this request for qualifications notice may be directed to Eleazar Garcia, Jr., City Manager, Raymondville City Hall, 142 S. 7th Street, Raymondville, Texas (956) 689-2443.

Interested attorneys or firms must deliver sealed proposals to the Raymondville City Hall, Attn: Eleazar Garcia, Jr., City Manager, 142 S. 7th Street, City Hall, Raymondville, Texas, 78580, no later than 2:00 PM, Tuesday, November 22, 2022. Proposals will be opened at 5:15 PM, on Tuesday, November 22, 2022, at a regular meeting of the City of Raymondville Board of Commissioners, located at Raymondville City Hall, 142 S. 7th, Raymondville, Texas 78580.

Eleazar Garcia, Jr.
City Manager

Publish Twice: November 2, 2022 & November 9, 2022

**REQUEST FOR
QUALIFICATIONS FOR
CITY ATTORNEY/LEGAL SERVICES FOR THE CITY OF
RAYMONDVILLE, TEXAS**

On or before 2:00 p.m. on, November 22, 2022, the City of Raymondville, Texas will receive qualification statements from interested attorneys or law firms for services related to providing legal assistance to the City. No late statements will be accepted.

Interested firms should submit two copies of their sealed statement of qualifications to:

City of Raymondville, Texas
Eleazar Garcia, Jr., City Manager
Raymondville City Hall
142 S. 7th Street, Raymondville, Texas 78580

Further information may be obtained by contacting the City Manager's office at:

City of Raymondville, Texas
Eleazar Garcia, Jr., City Manager
raycity@raymondvilletx.us

PLEASE NOTE: The selection of an attorney or firm to provide the described scope of services will not be made on cost alone, but may be made based on the consideration of qualifications-related factors contained in this Request for Qualifications.

I. Purpose

The City of Raymondville, Texas is a home rule municipality, with a population of approximately 11,284. It provides a wide variety of services to citizens and visitors in the Raymondville area. These include police, water treatment and distribution, wastewater collection and treatment, municipal court, building inspections and code enforcement, street department, parks, economic development corporation, planning and zoning, and other services.

An important part of 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 and Municipal Prosecutor, who will be appointed by and serve at the will and pleasure of the City of Raymondville City Commission.

As per the City of Raymondville City Charter Article VII, the Board of Commissioners shall appoint a competent and duly licensed attorney practicing law in the State of Texas, who shall be the city attorney. He/she shall receive for his/her services such compensation as may be fixed by the City Commission and shall hold his/her office at the pleasure of the City Commission. The city attorney, or such other attorneys selected by him/her with the approval of the city council, shall represent the city in all litigation. He/she shall be the legal advisor of and attorney and counsel for, the city and all officers and departments thereof.

II. Professional Credentialing and Legal Services Required

The 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, municipal prosecutorial legal services, land use, and regulation are required.

- A. The legal services under consideration in this Request for Qualifications involve (but are not limited to):
1. Providing a variety of proactive, high-quality and timely legal opinions to the City Council and City staff.
 2. Attending regular meetings of City Council and EDC as requested (held the second and fourth Tuesday of each month and second Monday of each month respectively) and occasional special-called meetings as requested.
 3. Being intimately familiar with the City's Code of Ordinances, City Charter, applicable State and Federal laws, and other applicable documents (such as the City Personnel Policies and Procedures, code enforcement process, etc).
 4. Providing advice to the City on a variety of legal matters.
 5. Representing the City as the City Attorney in legal matters.
 6. Reviewing and/or drafting ordinances, resolutions, and other documents as requested by the City Commission, City Manager or assigned staff.
 7. Negotiating and administering contracts, as well as assisting with contract disputes.
 8. Reviewing and making recommendations on a variety of projects and proposals which have legal ramifications.
 9. Maintaining an appropriate relationship with professional organizations in the field of municipal legal services.
 10. Staying abreast and informing the City of new or proposed State and Federal legislation affecting the City.
 11. Researching alternative approaches to resolving legal problems.
 12. Providing proactive legal counsel on issues pertaining to personnel policies and procedures and providing counsel in all compliance employment matters such as, but not limited to state and federal employment law, Workers Compensation, EEOC, FLSA, FMLA, and OSHA requirements.
 13. Assisting the City Secretary in staying current on State and Federal Election Laws and administration of elections for the City.
 14. Knowledge of land use laws and abilities of the City to implement and administer such laws in conformance with State requirements and the City Council's desire to improve such land use planning.
 15. Knowledge of laws and experience with managing extraterritorial jurisdiction and annexation.
 16. 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.

17. Knowledge of Texas Open Records, Public Information Act, Open Meeting Laws.
18. Knowledge of laws and experience in applying Chapter 380 provisions to economic development.
19. Knowledge of laws and experience in working with Tax Code, franchise agreements, interlocal agreements, economic development and type B corporations, all municipal taxes, Texas Local Government Code, Public Funds Act, financial policy, investment policy and other pertinent areas.
20. City Attorney is required to name a firm or co-attorney in their absence to support all legal matters of the City of Raymondville. The firm/co-attorneys named are required to reflect a professional reputation. The firm/co-attorneys will be subject to City Commission approval upholding the criteria of the City Attorney. This firm/co-attorney will represent the best interest of the City of Raymondville should the City Attorney be unavailable to fulfill his/her responsibilities for an interim period which is defined as a period of thirty (30) or less days. Any period to exceed a thirty (30) days will be subject to appointment of City Attorney by the Raymondville City Commission.
21. City Attorney will prepare an itemized billing statement monthly of all billable hours for the preceding month's charges. Invoice for professional services should be received by the City of Raymondville by the 10th day of the following month legal services are performed.

Experience and Qualifications of Municipal Prosecutor – Included should be experience related but not limited to the ability of the firm to perform the following job functions:

- a) Prosecution of class c misdemeanor offenses as defined in the city codes and ordinances.
- b) Prepare and present criminal cases for bench and/or jury trial.
- c) Attendance City of Raymondville court day or other days as may be required. City has no more than 4 court days each month.
- d) Attendance at all formal hearings and pre-trial hearings involving City of Raymondville Municipal Court cases.
- e) Set a day and time for office hours at the City of Raymondville Municipal Court as needed to review cases filed by City of Raymondville Police Department and consultation with City of Raymondville Municipal Court.
- f) Communicate charging decisions to victims and police personnel.
- g) Lead class c misdemeanor cases through the court process.
- h) Coordinate and handle the discovery process involving City of Raymondville Police reports, statements, evidence, etc. with pro se defendants and/or attorneys representing defendants in criminal cases.
- i) Work with City of Raymondville Court Clerk to improve the effectiveness and efficiency of cases presented for prosecution by the City of Raymondville Municipal Court.
- j) Provide legal research as it relates to the city codes and ordinances.
- k) Inform City of Raymondville Court personnel of statutory changes that could impact the city codes and ordinances.
- l) Must be licensed by, and in good standing with, the State Bar of Texas, and maintain such good standing and current licensure at all times while performing work for the City of Raymondville and also for the duration of this agreement.

III. Proposal Requirements

The Statement of Qualifications must address the following criteria:

- A. Name of firm, owner, address and telephone number.
- B. Personnel Qualifications. Identify the key attorney who will serve in the position of City Attorney; provide their resume and summarize their experience. Provide the same for other attorneys (if any) in the firm who may assist with the provision of services.
- C. Specialized Legal Services Competence. Provide information about the attorney and firm's experience in providing legal services to municipal organizations. Provide at least three references from these organizations including names, contact persons and phone numbers.
- D. Capability. Provide information about the attorney and firm's capability to perform on short notice and in a timely manner. If the appointed City Attorney is not available are there other means of responding to requests?
- E. Client List. Provide a list of current municipal clients.
- F. Approach To Communicating With The City. Describe the attorney and firm's approach to communicating with the City in regard to progress reports, status reports, recommendations, status of opinions, etc.
- G. Understanding of Services to Be Provided. Describe the attorney's/firm's understanding of the scope of work.
- H. Work Schedule and Approach to Project Management. Provide a plan for service delivery, and an explanation of how tasks and projects are managed within the firm to ensure timely response and completion.
- I. Conflict of Interest. List any clients you currently represent that could cause a conflict of interest with your responsibilities as City Attorney for Raymondville and describe how you would be willing to resolve these or any future conflicts of interest.
- J. Fees. Please provide rates for providing the services described above. Note that the City of Raymondville is requesting fees to be submitted with two options:

Option A: Monthly retainer plus hourly fees
 (Indicate specific items to be covered by the retainer)

Option B: Hourly fees for all work without a retainer
 (For hourly fees, please identify hourly rate of each attorney and support
 personnel, and indicate minimum increment of time billed for services. Also state
 rates for other cost items proposed to be itemized and billed.)
- K. Statement: The attorney or firm, by submitting a proposal, certifies that to the best of its knowledge or belief, no elected or appointed official of the City is financially interested, directly or indirectly, in their firm or in the purchase of services as described in this RFQ. They also certify that the information contained in the Statement of Qualifications is correct and complete to the best of their knowledge.

IV. Evaluation Criteria:

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 or more applicants to make an oral presentation to the City Commission at a time and location to be announced and may require the submission of supplemental material intended to substantiate or clarify information previously submitted.

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

- a) Meets qualifications identified in the Request for Qualifications
- b) Proposals included complete and clear responses to items.
- c) Familiarity with laws and regulations governing Texas local government and operating procedures relative to conduct of City business.
- d) Demonstrated expertise in land use and zoning law as it relates to municipalities.
- e) Available support staff and range of services offered.
- f) Demonstration of workload and a level of experience commensurate with the level of service required by the City.
- g) The professional reputation for providing high-quality services, ability to work cooperatively with City Commission, City Manager, and City staff and demonstrates sound judgment, integrity, and reliability as determined by the references provided.
- h) Cost of providing basic and hourly services as per the submitted hourly rate.

V. Evaluation Process

The City Commission and City Manager will review the submitted proposals. After review, the City Commission will select finalists for interviewing. After completing negotiations and contract process, City Commission will appoint a City Attorney and award a contract. The City Attorney serves at the pleasure of the City Commission and may be removed at any time by a majority vote of the Commission.

Time Line:

Issue Request for Qualifications and Proposals November 2, 2022

Questions will be accepted via email to raycity@raymondvilletx.us until November 22, 2022.

Receive Qualifications and Proposals Until: November 22, 2022 — 2:00PM

Proposals will be opened at 5:15PM on November 22, 2022, at Raymondville City Hall, 142 S. 7th Street, 2nd Floor, Raymondville, Texas 78580.

VI. Contract Award

The Contract will be awarded for a two year period. 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 applicant.

The individual or law firm that represents the City is not an employee of the City, does not receive any City benefits, nor maintain an office provided by the City. The attorneys are independent contractors responsible for their own benefits, office expenses, malpractice insurance and staff.