



STATEMENT OF QUALIFICATIONS

CITY ATTORNEY

**Submission Deadline:
June 3, 2019**

RFQ 2019-002

City of Shavano Park
900 Saddletree Court
Shavano Park, TX 78231
(210) 493.3478
www.shavanopark.org

**CITY OF SHAVANO PARK
CITY ATTORNEY
REQUEST FOR STATEMENT OF QUALIFICATIONS**

I. PURPOSE

The City of Shavano Park, Texas a Type A General Law Municipality is seeking a law firm or individual attorney to provide City Attorney services on a contract basis. Law firms and attorneys are invited to submit statement of qualifications (SOQ) for the provision of these services

Any inquiries regarding this SOQ should be directed to Zina Tedford, City Secretary at (210) 493-3478 or ztedford@shavanopark.org. Three hard copies of the SOQ's must be provided with an additional electronic (PDF) copy of the submission included on a USB compatible flash drive. All qualifications must be received no later than 3:00 p.m., June 3, 2019 and must be sealed and addressed to:

Zina Tedford
City Secretary, City of Shavano Park
SOQ 2019-002 – CITY ATTORNEY
900 Saddletree Court
Shavano Park TX 78231

The City reserves the right to retain all SOQ's submitted and to accept or reject any and all submissions in the best interest of the City. The City operates under applicable public disclosure laws. Propriety information must be identified and will be protected to the extent that is legally permissible.

II. PROFESSIONAL CREDENTIALING AND LEGAL SERVICES REQUIRED

The firm (including all attorneys of the firm) or the individual attorney selected is to have a Juris Doctorate from an accredited law school, a license to practice law in the State of Texas, and the attorney or all attorneys in the firm must be members in good standing of the State Bar of Texas, and carry malpractice coverage. Experience in Texas municipalities and knowledge of municipal law, municipal finance, municipal finance, personnel law, municipal prosecutions, land use and regulation are required.

The legal services under consideration in this request for Statement of Qualifications involve (but not are not limited to):

1. Providing a variety of proactive and timely legal opinions to the City Council and City Staff.
2. Attend Regular and Special called meetings of the City Council and all such boards and commissions as required.

3. Being intimately familiar with the City's Code of Ordinances, applicable state and federal laws, and other applicable documents, such as the City Personnel policies, and Procedures, Code Enforcement process, etc.)
4. Representing and advising the City in legal matters.
5. Reviewing and / or drafting ordinances, resolutions and other documents as requested by the City Council, City Manager, and City Secretary.
6. Staying abreast and informing the City of new or proposed state and federal legislation affecting the city.
7. Knowledge of land use laws and abilities of the City to implement and administer such laws in conformance with state requirements.
8. Knowledge of laws and experience in working with franchise agreements, interlocal agreements, economic development, financial policies, investment policies, fiscal management planning and budgets.
9. Knowledge of specialized laws relating to police and fire employees.

III. PROPOSAL REQUIREMENTS:

The Statement of Qualifications must address the following criteria:

- A. Name of firm, owner, address and contact information.
- B. Personnel Qualifications: Identify the key attorney who will serve in the position of City Attorney; provide 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 the list of 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 describe how the attorney / firm would provide other means of responding to requests.
- E. 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.
- F. Understanding of Services Provided. Describe the attorney's / firm's understanding of the

scope of work.

G. 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.

H. Conflict of Interest. List any clients you currently represent that could cause a conflict of interest with your responsibilities as City Attorney for the City of Shavano Park and describe how you would be willing to resolve these or any future conflicts of interest.

Submission of a SOQ indicates acceptance by the individual of the conditions contained in the request for qualifications, unless clearly and specifically noted in the SOQs submitted and confirmed in the contract between the City and the respondent. Respondents or their agents are prohibited from lobbying members of the Shavano Park City Council members or its staff or consultants. Failure to comply with this clause shall be grounds for rejection of their SOQ as non-responsive.

IV. SCOPE OF SERVICES REQUIRED

A. TERM OF OFFICE

City Attorney positions are appointed by the Shavano Park City Council in accordance with the City of Shavano Park Code of Ordinances, Section 2-61 and work as independent contractors. The City Attorney serves at the pleasure of the City Council and may be removed at any time by a majority vote of the City Council.

V. EVALUATION CRITERIA

A subcommittee of City Council with City staff will evaluate qualifications based on requirements described in this section. The three highest qualified respondents will be selected to attend a formal interview. The interview will allow the invited respondents to further discuss their qualifications with City Council and to respond to questions.

The following, non-exclusive list of information will be taken into consideration during the evaluation process:

- Meets qualifications identified in the Request for Qualifications
- Proposals include complete and clear responses to items.
- Familiarity with laws and regulations governing Texas local government and operating procedures relative to conduct of City business.
- Demonstrated expertise in municipal law.
- Available support staff and range of services offered.

- The professional reputation for providing high-quality services, ability to work cooperatively with City Council, City Manager, and City Staff and demonstrates sound judgement, integrity, and reliability as determined by the references provided.

The City will require the selected firm / individual to execute a contract to be negotiated with the City, no more than thirty (30) calendar days after the City gives notice of award. In the event the parties cannot negotiate and execute a contract within the time specified, the City reserves the right to terminate negotiations with the selected individual and commence negotiations with another individual.

VI. AWARD SCHEDULE

Date	Activity
May 6, 2019	Issue Request for Qualifications
May 20, 2019	Deadline for Questions
June 3, 2019	SOQ Submittal Deadline
June 4 - June 21, 2019	Sub-Committee Review / Potential Interviews
June 24, 2019	Potential Interviews with City Council / consideration of appointment of City Atty.