

REQUEST FOR QUALIFICATIONS
CITY ATTORNEY SERVICES



RESPONSES DUE:

March 8, 2018

4:00 PM

Central Standard Time

City of Converse
403 S. Seguin
Converse, Texas 78109
210-658-5356

www.conversetx.net

1.0 Purpose

The City of Converse (the "City") is soliciting sealed Requests for Qualifications (RFQ) from Individual Attorneys or Attorneys appointed by a firm to provide City Attorney Services. In order to be considered, proposals must address each of the requests for information included in the attached document. In addition, information regarding rates and fees must be submitted on the Proposed Fees sheet included in this RFQ. **All proposals *must not* exceed 8 pages in length.**

One (1) original plus one (1) digital copy of proposal must be sealed and returned to the City of Converse, Attention: Interim City Manager, 403 S. Seguin Road, Converse, Texas 78109 by **4:00 p.m. Central Standard (Daylight Savings) Time, on Thursday, March 8, 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 Converse reserves the right to reject any and all proposals and waive informalities in proposals received.

All inquiries concerning this RFQ must be addressed to Le Ann Piatt, Interim City Manager, lpatt@conversetx.net.

2.0 Scope of Service

The scope of services for which fees and rates are requested is divided into four categories: general representation, special projects, litigation and prosecutor. These categories are more fully described for your clarification. The attorney will be required to provide a detailed, itemized billing for each category (including general representation), on a monthly basis.

A. General Representation

- Attendance at all City Council meetings, currently two every month – first and third Tuesday.
- Consultation with City Council and City staff via telephone and email during normal business hours.
- Serve as the Ethics Compliance Officer for the City's Ethics Review Board and attend meetings. Meetings are held as needed.
- Review and/or draft Ordinances and Resolutions as required.
- Review and/or draft Contracts and other documents prior to City Council action.

B. Special Projects

This category includes any unusually large projects defined as one that will require 20 hours or more of attorney time to handle.

C. Counsel and Litigation

This category includes both pretrial and trial activities for all litigation filed by or against the City of Converse. In the event that insurance coverage is available for defense of litigation filed against the City,

the rates for pretrial and trial activities will be mutually determined by the attorney and the insurance carrier.

D. Prosecutor

Serve as Prosecutor for the Converse Municipal Court. Court is held on three Wednesdays each month beginning at 2:00 p.m.

3.0 Statement of Qualifications

Please attach responses to the following requests for information:

- 1) Name of Attorney(s) and firm (if applicable) and year organized (includes address and telephone number)
- 2) Attach a list of Attorney(s) who will be involved with the City of Converse. Include education, years of legal experience, years of municipal experience, and any areas of specialty within the field of municipal law.
- 3) Provide a list of current, municipal or other governmental clients, a contact person for each, and a telephone number for the contact person.
- 4) If you or your firm has represented a City during the last five years that it no longer serves as City attorney, please provide the following information:
 - Name of community
 - Name of contact person, and
 - Reason you no longer represent that City.
- 5) Provide information regarding the number of municipal or related state or federal court cases actually tried to verdict or judgment during the past five years. This data should be provided for the firm and for the appointed attorney in the firm that will provide a significant level of service to the City. Information should also include the percentage of these cases “won.”
- 6) Please list any clients that you or your firm currently represents that could cause a conflict of interest with your responsibilities with Converse. Describe how you would be willing to resolve these or any future conflicts of interest.
- 7) If you or your firm has filed any litigation in the past five years in which a municipality was a defendant, please describe the case(s).
- 8) Please provide a proof of a malpractice policy in an amount of \$1 million aggregate and an agreement to keep in effect while representing the City of Converse.
- 9) Please provide a list of grievances filed with the State Bar against the attorneys providing services to the City.
- 10) Please provide a list of any lawsuits filed against you and /or you and your firm that would be providing services to the City or against the law firm.

4.0 Contract

Upon selection, it is anticipated that the City and the Attorney selected will enter into a contract subject to the information contained in the RFQ and the proposal.

CITY OF CONVERSE

**Proposed Fees
City Attorney Services**

The following rates are proposed for City Attorney Services to the City of Converse by:

1. General Representation

Title: _____	Rate: _____
Title: _____	Rate: _____
Title: _____	Rate: _____
Title: _____	Rate: _____

2. Special Projects

Title: _____	Rate: _____
Title: _____	Rate: _____
Title: _____	Rate: _____
Title: _____	Rate: _____

3. Litigation

Pre-trial activities:

Title: _____	Rate: _____
Title: _____	Rate: _____
Title: _____	Rate: _____
Title: _____	Rate: _____

Trial activities:

Title: _____	Rate: _____
Title: _____	Rate: _____
Title: _____	Rate: _____
Title: _____	Rate: _____

4. Municipal Prosecutor

Title: _____	Rate: _____
Title: _____	Rate: _____
Title: _____	Rate: _____
Title: _____	Rate: _____

I, _____, certify that I have reviewed and fully understand the City of Converse 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 shows all information required to be reported.

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)