



**REQUEST FOR QUALIFICATIONS  
FOR CITY ATTORNEY SERVICES  
FOR THE CITY OF PRAIRIE VIEW,  
TEXAS**

**I. Purpose**

The City of Prairie View is seeking Request for Qualifications (RFQ) from experienced Professional Legal Firms or Individual Attorneys for the purpose of providing legal services to the City of Prairie View on a contract basis.

The firm/individual will be tasked with providing general municipal counsel, basic legal services, advice on special projects, and advice to the City Council.

**II. Services Required**

The firm/individual 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, and land use and regulation.

Basic legal services required include:

- a. Reviewing and drafting ordinances, resolutions, contracts, agreements, deeds, and easements;
- b. Providing 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.
- c. Reviewing agendas and materials for City Council meetings, preparing legal advice, attending City Council meetings;
- d. Providing counsel and advice to City Council, City staff, Boards, Commissions and Committees.
- e. The City Attorney will be required to provide itemized monthly billing on the tenth (1/10) of the hour.

### **III. Proposal Requirements**

Each Statement of Qualifications (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, including a biographical sketch of each to contain education, years of experience, years of municipal law experience, and any area of specialty within the field of municipal law.
3. Provide the name of the assigned Attorney and complete resume who will have primary responsibility for the City of Prairie View legal matters.
4. Provide a list of attorneys who will provide services to the City. Include a description of these attorney's 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.
6. Provide a summary of the firm's experience in each of the following areas and your strategy for managing those areas which your firm does not have experience and would need to outsource:
  - a. Business contracts and agreements.
  - b. Ordinances and resolutions.
  - c. Real estate matters including deeds and easements.
  - d. Elections.
  - e. Open meetings and open records.
  - f. State law as it pertains to municipalities.
  - g. Personnel matters.
  - h. Zoning and development processes.
  - i. Economic development incentives.
  - j. Code enforcement.
  - k. Police specialty law.
  - l. Environmental, with TCEQ issues.
  - m. Wastewater matters.
  - n. Ethics administration.

7. Please list any client that you currently represent that could cause a potential conflict of interest with the City of Prairie View. Describe how you would resolve these current or future potential conflicts of interest.
8. If your firm has represented any client in the past fifteen years against the City of Prairie View or one of its employees, please describe the case(s).
9. If you have filed any litigation in the last five years in which a municipality was a defendant, please describe the case(s).

**IV. Evaluation Process**

Based on the Council’s review of submittals, it is expected that several firms may be shortlisted for further consideration and may be required to submit supplemental information. Additionally, the selected firms may be required to make a formal presentation before the Mayor and City Council. At least one lawyer in the firm must have at least five (5) years of municipal experience to be considered for evaluation.

Please submit nine (9) copies of the SOQ by 5:00 P.M. no later than December 28, 2023

***Mailing Address:***

LaKethia Connor, City Secretary  
P.O. BOX 817  
Prairie View, Texas 77446  
Re: City Attorney Services

***Physical Address for drop-off:***

LaKethia Connor, City Secretary  
44500 U.S. Business 290  
Prairie View, Texas 77446  
Re: City Attorney Services

**V. Contract Award**

The contract will be awarded to the most qualified responder as determined by the City Council. 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 firm.

**VI. Inquiries**

Please contact LaKethia Connor with questions or additional information related to this RFQ at [lconnor@prairieview.gov](mailto:lconnor@prairieview.gov).