



Westworth Village

**RFQ
CITY ATTORNEY/LEGAL SERVICES
CITY OF WESTWORTH VILLAGE, TX**

Submission Due Date: Friday, March 8, 2024, at 2:00 PM

**CITY OF WESTWORTH VILLAGE
311 Burton Hill Road
Westworth Village, TX 76114**

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**REQUEST FOR QUALIFICATIONS FOR
CITY ATTORNEY / LEGAL SERVICES
FOR THE
CITY OF WESTWORTH VILLAGE, TX**

SECTION 1 – GENERAL INFORMATION & REQUIREMENTS:

- 1.1 GENERAL INFORMATION: The City of Westworth Village (“City”) is soliciting statements of qualifications from experienced legal firms or an individual attorney for the purpose of providing legal services to the City on a contractual basis. The firm/individual will be tasked with providing general municipal counsel, legal services, guidance on special projects, and advising the City. The City requests that one attorney be designated as the point of contact or as lead attorney.

The City is a Type A General Law City form of government with a mayor and five council members and population of approximately 2,700 people. The city administrator and chief of police report directly to the city council and along with the mayor are responsible for the day-to-day affairs of the City.

The selected firm or individual (“Respondent”) shall be licensed to practice law in the State of Texas and be in good standing with the Texas Bar. Experience with Texas municipalities and knowledge of municipal law, municipal finance, personnel, law, land use, and regulation are preferred.

The city attorney shall be neutral and impartial and expected to establish, develop, and maintain a close and trusted relationship with the mayor, city council, city administrator and chief of police.

- 1.2 REQUIREMENTS: Collecting statements of qualifications in response to this RFQ is the first step in selecting a firm or individual. This RFQ provides the information necessary for respondents to prepare and submit statements of qualifications for consideration and ranking by the City. If the initial ranking of the respondents is reasonably conclusive, the City may make a “most qualified” selection based upon the written qualifications only. If not, then the City may conduct interviews with a “short list” of respondents.
- 1.2.1 The City may select up to five of the top ranked qualified respondents to participate in an interview with the City to confirm and clarify the qualifications submitted and to answer additional questions. The City will then rank the interviewed respondents in order to determine a single most qualified respondent.
- 1.2.2 After selecting the most qualified respondent, the City will negotiate the detailed professional services to be provided by the Respondent and a suitable fee for those services. The City will request a fee proposal from the most qualified

respondent, with supporting information demonstrating that the requested fee is justified by the level of effort (and related personnel costs) required to provide the legal services.

- 1.3 **PUBLIC INFORMATION:** All information, documentation, and other materials submitted in response to this solicitation are considered non-confidential and/or non-proprietary and are subject to public disclosure under the Texas Public Information Act (*Texas Government Code*, Chapter 552.001, *et seq.*) after the solicitation is completed. The City strictly complies with all statutes, court decisions, and opinions of the Texas Attorney General with respect to disclosure of RFQ information.
- 1.4 **CONTRACT:** Any contract resulting from this solicitation will be drafted by the selected most qualified respondent, reviewed by the assistant city attorney and approved by the city council.
- 1.5 **CLARIFICATIONS AND INTERPRETATIONS:** Any clarifications or interpretations of this RFQ that materially affect or change its requirements will be posted by the City as addenda. It is the responsibility of all respondents to obtain this information in a timely manner. All such addenda issued by the City before the proposals are due, are considered to be part of the RFQ, and will be posted on the city's website. Respondents shall consider only those clarifications and interpretations that the City issues by addenda five (5) days prior to the submittal deadline. Interpretations or clarifications in any other form, including oral statements, will not be binding on the City, and should not be relied on in preparing qualifications. **ADDENDA AND AWARD INFORMATION WILL BE ISSUED BY THE CITY OF WESTWORTH VILLAGE FOR THIS RFQ VIA THE CITY'S WEBSITE.**
- 1.6 **SUBMISSION OF QUALIFICATIONS:**
 - 1.6.1 The qualifications must be received **at the address specified below** prior to the deadline. The City will not consider any response to this solicitation that is not received at the address specified by the deadline, regardless of whether it has been received by the City.
 - 1.6.2 **DEADLINE AND LOCATION:** The City will receive qualifications at the time and location described below:

March 8, 2024 – 2:00 PM. (CT)

Elisa Greubel
Deputy City Secretary
City of Westworth Village
311 Burton Hill Road
Westworth Village, TX 76114

- 1.6.3 Qualifications received via mail after the deadline will be returned to the respondent unopened. Hand delivered qualifications will not be accepted after the deadline.
- 1.6.4 The City will not accept or consider qualifications that are delivered by telephone or facsimile (fax).
- 1.6.5 Properly submitted qualifications will not be returned to respondents.
- 1.6.6 Qualifications must be enclosed in a sealed envelope (or box/container) addressed to the point-of-contact person; the package must clearly identify: the submittal deadline, the solicitation title, return address, and email address of the respondent contact on all envelopes.
- 1.7 POINT-OF-CONTACT: The City designates the following person as its representative and point-of-contact for this RFQ. Respondents shall restrict all contact with the City and direct all questions regarding this RFQ, including questions regarding terms and conditions and technical specifications, to the point-of-contact person:
- Brandy Barrett, City Administrator/Secretary
City of Westworth Village
311 Burton Hill Road
Westworth Village, TX 76114
DIRECT LINE: 817-710-2526
EMAIL: bbarrett@cityofwestworth.com
- 1.8 OWNER’S RESERVATION OF RIGHTS: The City reserves the right to accept or reject any or all statements of qualifications or any part thereof, or waive all technicalities, and to accept the proposal(s) that are determined to provide the best benefit to the City. Failure to provide any requested information may result in rejection of a statement of qualifications, in whole or in part, at the City’s sole discretion. However, the City reserves the right to request additional or clarifying information from an Offer or after a statement of qualifications has been submitted. Such information may be used to further evaluate the Respondent’s statement qualifications.
- 1.9 ACCEPTANCE OF EVALUATION METHODOLOGY: By submitting its qualifications in response to this RFQ, the respondent accepts the evaluation process and acknowledges and accepts that determination of the “most qualified” Respondent will require subjective judgments by the City.
- 1.10 NO REIMBURSEMENT FOR COSTS: Respondent acknowledges and accepts that any costs incurred from the respondent’s participation in this RFQ shall be at the sole risk and responsibility of the respondent.
- 1.11 ELIGIBLE RESPONDENTS: Only individual firms or lawfully formed business organizations may apply. The City will contract only with the individual, firm or formal organization that submits a qualification.

SECTION 2 – SCOPE OF SERVICES:

- 2.1 **DESCRIPTION OF SERVICES:** The general scope of services requested of the City Attorney functions are, but are not limited to:
- 2.1.1 Providing legal advice on a variety of legal matters to the mayor, city council and designated staff of the City;
 - 2.1.2 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;
 - 2.1.3 Preparing and/or review agreements, contracts, ordinances, resolutions, deeds, and other legal instruments as needed;
 - 2.1.4 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;
 - 2.1.5 Particular areas of knowledge and experience in Texas municipal government law;
 - 2.1.6 Providing legal advice while attending council meetings or other boards and commissions as requested, plus occasional special meetings or work sessions as needed. Regular council meetings are set at 7:00 p.m. on the second Tuesday of each month and occasional attendance as requested based on the agenda items at planning and zoning commission meetings the 1st Tuesday of the month at 6:00 p.m.;
 - 2.1.7 Staying abreast and informing the City of new or proposed state and federal legislation affecting the City;
 - 2.1.8 Assisting the city administrator/secretary in staying current on state and federal election laws and administration of elections for the City;
 - 2.1.9 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;
 - 2.1.10 Knowledge of laws and methods to facilitate effective code enforcement;
 - 2.1.11 Knowledge of Texas Open Records and Open Meeting Acts;
 - 2.1.12 Knowledge of laws and experience in applying Chapter 380 provisions to economic development;
 - 2.1.13 Knowledge of the Texas Commission on Law Enforcement (TCOLE) requirements; the American Disabilities Act & Amendments Act, FEMA;

SECTION 3 – EVALUATION OF QUALIFICATIONS:

3.1 The evaluation of the qualifications and submitted documents will be reviewed, evaluated, and ranked by a selection committee. The top five or fewer ranked respondents may be selected by the City for further consideration by participating in an interview process wherein qualifications will be presented and examined in further detail and where questions will be posed by the City and answered by the respondent. The City will select the most highly qualified proposer(s) of the requested services and then attempt to negotiate with those proposer(s) a fair and reasonable price.

Proposed Schedule of Events

February 5, 2024	Post RFQ on City Website - Bid Page
February 6, 2024	1st Advertisement for RFQ
February 9, 2024	2nd Advertisement for RFQ
March 1, 2024	Last day addenda(s) posted on city website
March 8, 2024	Request for Qualifications Due at 2:00 PM
TBD	Interviews and Selection Dates TBD