

## **Request for Qualifications for City Attorney**

The City of Olmos Park, Texas is seeking Statements of Qualifications for City Attorney Services. Our City Attorney plans, coordinates, and performs a variety of professional legal functions on behalf of the City of Olmos Park; provides legal advice to City departments and officials; conducts legal research and analysis; prepares a variety of legal documents; represents the City in litigation and/or other legal matters; and performs other related duties as assigned. He or she will perform a variety of professional legal work involving real estate, land use, planning and zoning, labor and employment, health care, business transactions, regulatory compliance, and general municipal law. The attorney also provides legal advice to City officials, departments, boards, commissions, and management personnel regarding contracts, leases, settlement negotiations, litigation cases, and/or other legal matters. He or she attends and participates (as invited) in City Council, board, and commission meetings as requested; provides legal support and recommendations regarding City projects. Prepares and maintains legal correspondence, memoranda, staff/litigation reports, and other types of departmental documentation.

Applicants must have thorough knowledge of municipal government functions and legal issues and have practiced law in the State of Texas for at least five years immediately preceding appointment, must be a graduate of an accredited school of law and be a member of the State Bar of Texas.

Please provide statement of qualifications and five professional references with your response. Qualification statements are due no later than 2:00 pm on November 13, 2015, to the Olmos Park City Hall, Attn: City Manager, 120 W. El Prado, San Antonio, TX 78212.

### **Proposal Submission**

**Six** (6) copies of the proposal must be received by the City before **2:00 pm on November 13, 2015**. All copies of the proposals must be under sealed cover and plainly marked. Proposals shall be delivered or mailed to:

City of Olmos Park  
Attn: Celia DeLeon, City Manager  
120 West El Prado Drive  
San Antonio, TX 78212

**References.** Provide a maximum of four municipal or governmental client references, contact persons, phone numbers, and a brief description of the related projects that your firm has completed which demonstrate your firm's commitment to the city's needs and total quality management.

**Lead Attorney and Available Resources.** Include complete resume describing the qualifications, expertise and experience of the lead attorney assigned to serve as the City Attorney for Olmos Park. A minimum of five years of directly applicable experience in providing legal services to municipalities will be required for the successful firm. Available Resources shall be submitted and the selected firm will be required to notify the City within thirty (30) days of any changes of personnel that are included in this statement and the addition to the Attorney's staff of personnel who may contribute legal services to the City.

**Disposition of Proposals**

All materials submitted in response to this RFQ become the property of the City of Olmos Park. One copy shall be retained for the official files of the City and will become public record after award of the Contract.

**Late Submissions**

PROPOSALS NOT RECEIVED BEFORE THE DATE AND TIME SPECIFIED IN THE RFQ WILL NOT BE CONSIDERED AND WILL BE RETURNED UNOPENED AFTER RECOMMENDATION OF AWARD.

**Rejection of Proposals**

The City of Olmos Park reserves the right to reject any or all proposals if determined to be in the best interest of the City.

**Proposal Acceptance Period**

Award of this proposal is anticipated to be announced on December 17, 2015, although all offers must be completed and irrevocable for **ninety (90) days** following the submission date.

**Confidentiality**

The content of all proposals will be kept confidential until the selection of the Engineer is publicly announced as allowed under the Public Information Act. At that time, the selected proposal is open for review. After the award of the Contract, all proposals will then become public information, except any information that the Respondent classifies as "confidential".

