

**CITY OF DILLEY, TEXAS  
REQUEST FOR PROPOSALS FOR  
CITY ATTORNEY/LEGAL SERVICES**

**Proposal Due Date: 3:00P.M., July 21, 2023**

**I. PROJECT DESCRIPTION AND BACKGROUND**

The City of Dilley invites area law firms to submit proposals to represent the City in all legal matters requiring special expertise, resources or staffing not generally available within the office.

Dilley is located 72 Miles South of San Antonio and 84 Miles North of Laredo.

The city has 40 full-time employees and the City Council consist of 5(five) Council Members and one (1) Mayor. The City Administrator is hired by and reports to the City Council and directs all city operations.

The City Administrator manages the legal services for the City. Individual departments may frequently initiate the work, but the City Administrator retains the core responsibility for legal functions, coordination of these services, and the legal budget. The City has several primary departments: Administration, Finance, Police, Public Works, Municipal Court, Public Library and the City Secretary's office. Each department works actively with the City Attorney for advice and counsel.

**II. SCOPE OF SERVICES**

In addition to a Commitment to a proposed fee structure, the City of Dilley anticipates selecting one law firm based on the following specifications and expertise in the following.

**A. General Services:**

1. Provides legal advice, counsel, services, training, consultation, and opinions of the City Council, City Administrator, Boards and Commissions, and City department heads, on a wide variety of civil assignments, including but not limited to the following.
  - a. land use, planning and zoning
  - b. laws against discrimination
  - c. bidding and construction
  - d. eminent domain and condemnation
  - e. purchasing and procurement
  - f. leasing, purchase, and sale of property
  - g. employment legal matters
  - h. contractual and tort liability
  - i. economic development, including sales and property tax

- j. hotel occupancy taxes
  - k. election laws and redistricting
  - l. commercial and construction litigation
  - m. administrative, regulatory, and environmental law
  - n. public health and welfare, including utilities, sanitation, building standards, and code enforcement
  - o. parks and recreation
  - p. city budget
  - q. utility matters
  - r. annexation/agreements in lieu of annexation
  - s. truth-in-taxation
  - t. emergency department
  - u. Municipal Court/Truancy
2. Furnishes legal representation at all regular City Council meetings, and any Planning and Zoning Commission meetings or other meetings as requested. The firm should be knowledgeable in the Texas Open Meetings Act and the Texas Public Information Act.
  3. Under City Council authorization, appears before state and federal courts as well as administrative agencies to represent the City's interests.
  4. Prepares and reviews ordinances and resolutions, contracts and other documents for legal correctness and acceptability.
  5. Works cooperatively with any special legal counsel retained by the City for special projects.
  6. Coordinates with special counsel, as needed, to assure proper management of legal issues, and proper coordination and transition of legal issues among special counsel.
  7. Assists officials and employees to understand the legal roles and duties of their respective offices and interrelationships with others.
  8. Provides the City Council with guidance to related procedural matters relating to City Council meetings.
  9. Prepares legal opinions at the request of the City Administrator or the City Council.
  10. Provides the City Council, and administration a legal perspective and advice on various governmental issues.
  11. Performs other legal services and tasks, as requested by the City Council or the City Administrator.

**B. Specific Considerations:**

1. The City of Dilley is looking for a firm that has a minimum of 3 full time attorneys.
2. The firm will designate one (1) attorney as the lead attorney, who will be the City Attorney and the point of contact for the City's staff and City Council.
3. Timeliness of response and accessibility to the City Attorney and firm is an important aspect of the service. Accessibility and responsiveness for the proposed designated City Attorney is of greatest importance. Accessibility includes the ability to be generally available

to attend meetings in person on short notice and the ability to be reached promptly by telephone and/or email.

4. The City Attorney is expected to attend most, if not all city council meetings, which are scheduled for the second Tuesday of every Month, beginning at 6:30P.M. and ending when the meeting is adjourned. If the City Attorney is unable to attend any City Council meeting, advanced notice must be given to the City Administrator, and approval must be given for his or her replacement.

### **III. CONTRACT TERM**

The firm ultimately hired to provide legal services to the City will be required to execute a contract and adhere to its terms, based on their submission. The contract will be effective upon execution with a term ending December 31, 2026.

### **IV. SUBMITTAL REQUIREMENTS**

Proposals must include all information requested in the following numerical and alphabetical items and must be presented in order and labeled accordingly.

#### **1. Firm History**

a) Provide a brief description of the history of the firm such as time of creation, etc.

#### **2. Firm Experience**

a) Describe the general experience of the firm.

b) Identify other municipal clients.

c) Identify experience with municipal issues including the areas mentioned above under General Services in Article II of this RFP.

#### **3. Proposed Attorneys**

a) Name and describe the attorneys proposed to provide services to the city. Clearly identify the lead City Attorney and name all assisting attorneys.

b) Provide a resume or similar description for the attorneys, with considerable detail provided in describing experience similar to what is expected of the City Attorney.

c) If attorneys with special expertise or additional resources are available through your firm to meet special or unusual needs, please identify such individuals and specialties.

#### **4. Accessibility and Responsiveness**

a) The City expects a response to every email or phone call within 4 (four) hours. Identify the accessibility of the proposed City Attorney and the response time that the individual offers to the City. Specifically identify the lead-time required for attending scheduled meetings. Identify how quickly the City Attorney or other employees in the firm can arrive in person to attend an unscheduled urgent meeting.

#### **5. Proposed Fee Structure**

- a) Propose a compensation package. The City intends on awarding a contract based on a primarily fixed-fee basis. All legal services will be provided on hourly flat fee rate.
- b) Please provide descriptions for other services outside of the typical day to day legal services that are not included within the monthly flat fee rate. Provide rates for such services based on an hourly rate, and include the hourly rate of all attorneys and paralegals with the firm.
- c) The firm must agree that the compensation package and rates quoted will be effective through December 31, 2026. The City will select the finalist by considering the proposed compensation as a best and final offer, although the City reserves the right to negotiate terms as needed to improve elements of the proposal to best meet the needs of the City, including cost.

**6. References**

- a) Provide five references specifically for the City Attorney. The City prefers references that include municipal government experience. Also provide a list, with complete contact information, of relevant representative clients and the types of matters handled for such clients.
- b) By including references within the proposal, proposer agrees that the City may contact the name referenced. Further, the City may contact any companies or individuals, whether offered as references or otherwise, to obtain information that will assist the City in evaluating the proposer. The City retains the right to use such information to make selection decisions. Submittal of a proposal constitutes the proposer's consent that the City may contact and utilize such information.

**7. Conflict of Interest**

- a) List all matters in which the firm or any of its attorneys have represented a party adverse to the City of Dilley or any other city (in litigation or otherwise).

**8. Liability Insurance**

- a) List all insurance carriers providing malpractice or liability insurance to the firm and list amounts of coverage.

**V. RFP LIMITATIONS**

Proposals should be no longer than 15 Pages each. General promotional business development materials are including within this page limitation.

This RFP is not contractor or a commitment of any kind; nor does it commit the City to pay for any costs incurred in the submission of a response or for any costs incurred prior to the execution of a formal contract.

The City Administrator believes the RFP contains all the information that is needed to prepare an adequate response. Any questions or requests for information, however, may be submitted in writing to the City Administrator.

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**116 E. Miller**  
**PO Box 230**  
**Dilley, Texas 78017**  
[cityadministrator@cityofdillevtx.com](mailto:cityadministrator@cityofdillevtx.com)

**VI. LAW FIRM SELECTION PROCESS**

A selection committee appointed by the City Council will review proposals that conform to the requirements of this RFP. The selection committee may recommend a firm based upon the RFP responses, or they may identify a list of firms that will be called for interviews before the selection committee, the City Council, and other appropriate City representatives.

At the conclusion of the process a firm will be selected to present the City in legal matters, with said representation contingent upon the firm entering a contract with the City of Dilley legal services.

**VII. SUBMISSION OF DEADLINE**

All submittals (8 copies) in response to the RFP must be received at the main reception desk (116 E. Miller Dilley, Texas 78017) by 3:00P.M. on Friday July 21, 2023, clearly marked on the exterior of the envelope or package as "Response to Legal Services RFP." In his sole discretion, the City Administrator may extend the deadline for submission or may reject any late submissions.