



**City of Uhland, Texas  
Request for Proposals for  
Professional Legal Services**

**I. Purpose**

The City of Uhland is soliciting proposals from law firms to provide City Attorney services. Law firms are invited to submit qualifications and proposals for the provision of these services. In order to be considered, proposals must address each of the requests for information included in this Request. Any questions regarding this RFP should be addressed in writing as follows:

Kim Weatherford, Interim City Administrator  
city@uhlandtx.us  
(512) 398-7399

Final Proposals must be delivered by **\_\_April 14<sup>th</sup>\_\_, 2025 at noon** to the following address:

City of Uhland  
City Hall  
15 N. Old Spanish Trail  
Uhland Texas 78640

**Proposals received after this time will not be accepted and returned unopened.**

The City Attorney Services contract is anticipated to be awarded by the City Council in \_\_\_\_\_, 2025. The City of Uhland reserves the right to reject any and all proposals and retain its current City Attorney. The City also reserves the right to waive any irregularity, informality, or technicality in the statements of qualifications in the City's best interest.

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

**II. Professional Credentialing and Legal Services Required**

The firm selected will need to ensure that its attorneys 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 of at least five years with Texas municipalities and knowledge of municipal law, municipal finance, personnel law, land use and regulation are required.**



## **A. Basic Legal Services**

1. Reviewing and drafting agreements, contracts, deeds, easements, ordinances, and resolutions.
2. Reviewing agendas and supporting materials for the City Council meeting, preparing legal advice, attending City Council meetings, generally held on the First Wednesday of each month, and special called City Council meetings, as required, including Planning and Zoning, Economic Development Corporation and any other board, committee, or commission meetings as requested by the City Administrator and/ or Mayor.
3. Providing advice and consultation with City staff via telephone or virtual during normal business hours 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.
4. Providing counsel and advice to the City Council, city staff, Boards and Commissions.

## **B. Special Projects**

This category includes any unusually large projects defined as projects that will require 20 hours or more of attorney time to handle. Examples of these special projects may include assistance in development of special purpose agreements, or legal assistance to a City Council appointed board, committee, or commission.

## **C. Litigation**

The City is insured by Texas Municipal League (TML) and the majority of litigation is handled by TML attorneys. This category includes litigation not covered by TML and would include both preparation for trial and actual courtroom time for litigation filed by or against the City, Zoning Commission hearings, Board of Adjustment hearings, mediations, contractual disputes and condemnation proceedings.

## **III. Proposal Requirements**

**Each RFP must include the following information:**

- A. Firm or individual name, including the addresses of all firm offices, identifying in which office the work will be performed.
- B. Names of principals in the firm and the number of years the firm has been in business. Attach a list of principals in the firm; including a biographical sketch of each. Include education, years of legal experience, **years of municipal legal experience**, and any



other areas of specialty within the field of municipal law. A statement naming the principal anticipated to be the attorney with responsibility for providing the City of Uhland with City Attorney Services.

- C. A list of supporting attorneys who will provide legal services to the City of Uhland naming in ranking order, any attorney anticipated to represent the City of Uhland, complete with educational and credentialing information, years of legal experience, **years of municipal legal experience**, and information of any areas of specialty within the field of municipal law.
- D. Summary of qualifications, specializations, experience, professional affiliations, special training, and Texas Bar certification in municipal law or other related fields.
- E. Number of staff, by discipline, in the office and copies of their résumés.
- F. List a minimum of five (5) professional references, including current municipal clients that your firm has represented in the past five (5) years. List a contact person for each client with a telephone number for the contact person.
- G. Please provide a list of any clients that you currently represent that could cause a conflict of interest with your responsibilities with the City of Uhland. Describe how you would be willing to resolve these or any future conflicts of interest.
- H. If your firm has filed any litigation in the past five years in which either the City of Uhland or one of its officials or employees was named as a defendant, please describe the case(s).
- I. If you have filed any litigation or administrative hearing in the past five years against any municipality, please describe the case(s).
- J. Any other documentation which the firm / individual deems necessary which will detail the firm's or individual's professional experience.

Each submittal should provide a summary detailing the experience and understanding of the role of providing consulting legal services.

**IV. Proposed Fees.** The fee schedule shall be completed and provided.

**Proposed Fees for City Attorney Services**

The following rates are proposed by the firm of \_\_\_\_\_ for City Attorney services to the City of Uhland.

1. General Representation, Hourly Rate Partner: \$ \_\_\_\_\_ Associate: \$ \_\_\_\_\_



2. Special Projects, Hourly Rate Partner: \$ \_\_\_\_\_ Associate: \$ \_\_\_\_\_

3. Municipal Court Rate \$ \_\_\_\_\_

4. Litigation, Preparation Time – Hourly Rate Partner: \$ \_\_\_\_\_ Associate: \$ \_\_\_\_\_

5. Litigation, Court Room Time – Hourly Rate Partner: \$ \_\_\_\_\_ Associate: \$ \_\_\_\_\_

**V. Evaluation Process.**

After the deadline for receipt of RFPs, City Council will review the all proposals using the evaluation criteria below.

Based on the Council’s review, a short list will be developed for further consideration and may be required to submit supplemental information. The three finalist firms may be required to make a formal presentation before the Mayor and City Council.

**VI. Evaluation Criteria.**

	Maximum Points
The Request for Proposal will be evaluated on the following criteria through the assignment of rating points (100 points maximum) to determine a finalist group of three firms, whose RFPs will be assigned to the City Council. Description	
General Qualifications of the firm/individual and key personnel	0 – 25 Points
Demonstrated experience in Umland and / or other similar municipal environments	0 – 25 Points
Quality and extent of services provided	0 – 15 Points
Key personnel’s professional background, experience and abilities	0 – 15 Points
References	0 – 10 Points
Knowledge of federal, state and local regulations, policies and procedures	0 – 10 Points

**VIII. Inquiries.**

Any informational question related to this Request for Proposals shall be directed to:

Kim Weatherford, Interim City Administrator [city@uhlandtx.us](mailto:city@uhlandtx.us)



(512) 398-7399

### **IX. Response Deadline.**

Responses to the RFP must be addressed to Kim Weatherford, Interim City Administrator and received at the City Hall, 515 N. Old Spanish Trail, Umland Texas 78640 by \_\_\_\_\_, 2024, at Noon for consideration. Seven (7) complete sets of the response must be received no later than this date and time in a sealed envelope indicating that its contents are in response to the **“City of Umland – Statement of Qualifications for Professional Services – Legal.”**

FAXED STATEMENTS OF QUALIFICATIONS **WILL NOT** BE ACCEPTED

EMAILED STATEMENTS OF QUALIFICATIONS **WILL NOT** BE ACCEPTED

### **X. Written Agreement**

The successful City Attorney firm will be required to enter into a written agreement with the City as prepared by the City. If terms cannot be mutually agreed upon, the City may elect to enter into negotiations with another firm or may elect to cancel the solicitation with notification to submitting firms.