

**REQUEST FOR QUALIFICATIONS  
ATTORNEY / LEGAL SERVICES**

**WESTLAKE ACADEMY (SCHOOL DISTRICT)**



**RESPONSES DUE:**

**August 26, 2024 at 12:00 p.m.**

**Westlake Academy  
Town of Westlake  
1500 Solana Blvd., Bldg. 7, Suite 7100  
Westlake, Texas 76262  
817-430-0941**

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**REQUEST FOR QUALIFICATIONS FOR  
ATTORNEY / LEGAL SERVICES  
FOR THE  
WESTLAKE ACADEMY (SCHOOL DISTRICT)**

**SECTION 1 – GENERAL INFORMATION AND REQUIREMENTS:**

1.1 **Introduction:** The Board of Trustees of Westlake Academy (School District) is seeking qualifications from experienced legal firms or individual attorneys to provide legal counsel and representation services to the school district. The selected attorney or firm will be responsible for advising the Board of Trustees, the Head of School, and other district officials on legal matters pertaining to education law, employment law, contract law, litigation, and other relevant legal areas.

Westlake Academy is a municipally operated, public charter school serving students in kindergarten through grade 12 offering an IB education. Westlake Academy is governed by a Board of Trustees composed of the Town of Westlake mayor and five council members. The Head of School reports directly to the Board of Trustees.

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 by the Board of Trustees. The Board of Trustees will review submitted qualifications and may make a “most qualified” selection based upon the written qualifications only. If not, then the Board of Trustees may conduct interviews with select candidates.

1.3 **Public Information:** All information, documentation, and other materials submitted in response to this solicitation are considered non-confidential and/or nonproprietary 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 Town 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 Town of Westlake attorney and approved by the Board of Trustees.

1.5 **Clarifications and Interpretations:** Any clarifications or interpretations of this RFQ that materially affect or change its requirements will be posted as addenda. It is the responsibility of all respondents to obtain this information in a timely manner. All such addenda issued by the School District before the proposals are due, are considered to be part of the RFQ, and will be posted on the Town of Westlake’s website. Respondents shall consider only those clarifications and interpretations that the School District 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 School District and should not be relied on in preparing

qualifications. ADDENDA AND AWARD INFORMATION WILL BE ISSUED BY THE SCHOOL DISTRICT FOR THIS RFQ VIA THE TOWN OF WESTLAKE'S WEBSITE.

**1.6 Submission of Qualifications:**

1.6.a Submissions should include the following:

1. Cover letter expressing interest and summarizing qualifications.
2. Resume or curriculum vitae detailing relevant experience and qualifications.
3. References from past clients or employers, preferably including school districts or educational institutions.

1.6.b The qualifications must be received as an electronic copy in \*.pdf format at the email address specified below prior to the deadline. The Board of Trustees will not consider any response to this solicitation that is not received at the email address specified by the deadline, regardless of whether it has been received by the Westlake Academy or the Town of Westlake.

1.6.c **DEADLINE AND EMAIL ADDRESS:** The School District will receive qualifications at the time and email address described below

**August 25, 2024 – 12:00 P.M. (CDT)**

[WCarroll@WestlakeTX.gov](mailto:WCarroll@WestlakeTX.gov)

Wade Carroll, Town Manager

Town of Westlake

1.6.d The Board of Trustees will not accept or consider qualifications that are delivered by mail, hand-delivered, transmitted by telephone or by facsimile (fax).

1.7 **Point of Contact:** The Board of Trustees designates the following person as its representative and point of contact for this RFQ. Respondents shall restrict all contact with the School District and direct all questions regarding this RFQ, including questions regarding terms and conditions and technical specifications, to the point-of-contact person:

Wade Carroll, Town Manager  
Town of Westlake  
1500 Solana Blvd., Bldg. 7, Suite 7100  
Westlake, Texas 76262  
DIRECT LINE: 817-490-5715  
EMAIL: [WCarroll@WestlakeTX.gov](mailto:WCarroll@WestlakeTX.gov)

1.8 **Reservation of Rights:** The Board of Trustees 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 School District. Failure to provide any requested information may result in rejection of a statement of qualifications, in whole or in part, at the sole discretion of the Board of Trustees. However, the Board of Trustees 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 Board of Trustees.

1.10 **No Reimbursement for Costs:** Respondent acknowledges and accepts that any costs incurred from the respondent's participation in this RFQ shall be the sole risk and responsibility of the respondent.

**SECTION 2 – SCOPE OF SERVICES:** The general scope of services requested of the Westlake Academy School District attorney or legal firm are, but not be limited to, the following services:

- 2.a. Legal advice and consultation on matters related to education law, including but not limited to, student rights and responsibilities, special education, Title IX compliance, and school policies.
- 2.b. Representation in administrative proceedings, hearings, and negotiations with employees, unions, and other parties as needed.
- 2.c. Review and drafting of contracts, agreements, and legal documents related to the operations of the school district.
- 2.d. Representation in litigation matters, including civil lawsuits, administrative appeals, and other legal disputes.
- 2.e. Attendance at Board of Trustees meetings and provision of legal guidance on matters brought before the Board. Regular Board meetings are held on the first and third Monday each month at 4 pm (subject to change) and attendance is required as requested based on agenda items.
- 2.f. Training and professional development for district staff on legal issues relevant to their roles and responsibilities.

**SECTION 3 – QUALIFICATIONS:** Interested attorneys or firms should possess the following qualifications:

- 3.a. A minimum of 10 years of experience practicing law, with a focus on education law and school district representation preferred.
- 3.b. Membership in good standing with the State Bar of Texas.
- 3.c. Demonstrated experience representing school districts or educational institutions in legal matters, with a successful track record of achieving favorable outcomes.
- 3.d. Knowledge of federal, state, and local laws and regulations governing public education, including but not limited to, the Education Code, Brown Act, and Public Records Act.
- 3.e. Excellent communication and negotiation skills, with the ability to effectively communicate complex legal concepts to non-legal stakeholders.
- 3.f. Availability to provide timely and responsive legal services to the school district as needed.
- 3.g. Capacity to maintain confidentiality and act with integrity in all legal matters.

**SECTION 4 – EVALUATION OF QUALIFICATIONS/SELECTION PROCESS:**

After the deadline for receipt of RFQs, the Board of Trustees will select the most highly qualified proposer(s) based on qualifications, experience, references, and the ability to meet the needs of the School District.

The Board of Trustees will review the submittals and may conduct interviews with select candidates in a closed meeting (Executive Session), after which one attorney or firm will be selected by a Board of Trustees vote with the final award of contract to be contingent on successful contract negotiations to secure the requested services at a fair and reasonable price.

**Proposed Schedule of Events**

<b>July 24, 2024</b>	<b>Post RFQ on Website</b>
<b>July 25, 2024</b>	<b>Advertisement for RFQ</b>
<b>August 21, 2024</b>	<b>Last Day Addenda(s) Posted on Town Website</b>
<b>August 26, 2024</b>	<b>RFQ Submissions Due at 12:00 P.M.</b>
<b>TBD</b>	<b>Review, Interviews and Selection Dates TBD</b>