

**REQUEST FOR QUALIFICATIONS  
TOWN ATTORNEY SERVICES**

**TOWN OF WESTLAKE**



**RESPONSES DUE:**

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

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

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**REQUEST FOR QUALIFICATIONS FOR  
TOWN ATTORNEY SERVICES  
FOR THE  
TOWN OF WESTLAKE**

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

- 1.1 **Introduction:** The Town of Westlake, a Type A General Law Municipality, is seeking qualified attorneys or law firms to provide legal services on behalf of the municipality. The selected attorney or firm will be expected to provide comprehensive legal advice and representation across various areas of municipal law. The selected attorney or firm will be responsible for advising the Town Council, the Town Manager, and other town officials on legal matters pertaining to municipal law, employment law, contract law, litigation, and other relevant legal areas and to provide prosecutorial services for the Municipal Court.
- 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 Town. The Town will review submitted qualifications and may make a “most qualified” selection based upon the written qualifications only. If not, then the Town 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 Town Council.
- 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 Town 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 Town 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 Town and should not be relied on in preparing qualifications. **ADDENDA AND AWARD INFORMATION WILL BE ISSUED BY THE TOWN FOR THIS RFQ VIA THE TOWN OF WESTLAKE’S WEBSITE.**

## 1.6. Submission of Qualifications:

- 1.6.a Interested parties should submit the following documents for consideration:
1. A cover letter expressing interest in providing legal services to the municipality.
  2. Firm profile, including details of relevant experience and expertise in municipal law.
  3. Resumes of key personnel who will be involved in providing legal services.
  4. References from past clients, especially municipalities or governmental bodies including contact information.
  5. Provide information about the attorney or firm's capability to perform on short notice and in a timely manner. If the attorney appointed is not available, what are other means of responding to requests?
  6. Describe the attorney or firm's approach to communicating with the Town in regard to progress reports, status reports, recommendations, status of opinions, etc.
  7. Any additional information or documentation that demonstrates qualifications.
  8. Fee schedule and proposed billing rates.
- 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 Town 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 otherwise received by the Town of Westlake.
- 1.6.c **DEADLINE AND EMAIL ADDRESS:** The Town 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 Town 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 Town designates the following person as its representative and point of contact for this RFQ. Respondents shall restrict all contact with the Town 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 Town 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 Town. 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 Town. However, the Town 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 Town.
- 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 Town attorney or legal firm are, but not be limited to, the following services:

- 2.a. Legal counsel on municipal governance matters.
- 2.b. Drafting and reviewing municipal ordinances, resolutions and contracts.
- 2.c. Representation in litigation and administrative proceedings.
- 2.d. Advice on land use and zoning regulations.
- 2.e. Labor and employment law guidance.
- 2.f. Providing legal opinions on municipal issues.
- 2.g. Compliance with state and federal laws and regulations.
- 2.h. Mandatory attendance at regularly scheduled Town Council meetings and the occasional special meetings to provide legal advice and guidance. Town Council meetings are typically held on the first and third Monday of each month at 4 pm.
- 2.i. Being familiar with the Town's Code of Ordinances, applicable state and federal laws, and other applicable documents such as the town Personnel Policies and Procedures, code enforcement process etc.
- 2.j. Negotiating and administering contracts and assisting with contract disputes as necessary.
- 2.k. Knowledge and understanding of laws and experience in working with utility districts.
- 2.l. Attending zoning and board of adjustment hearings and appeals as necessary.
- 2.m. Provide prosecutorial services for Municipal Court.
- 2.n. Any other legal services deemed necessary by the municipality.

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

- 3.a. **Experience:** Proven experience in municipal law and representing governmental entities, with specific expertise in the Texas Open Meetings Act, public information requirements, and election code.
- 3.b. **Expertise:** Specialization in relevant areas such as land use, labor law, litigation, etc.
- 3.c. **Track Record:** A successful track record of providing legal services to municipalities or similar governmental bodies.
- 3.d. **Resources:** Sufficient resources to handle the municipality's legal needs quickly and effectively.
- 3.e. **Accessibility:** Availability to provide timely legal advice and representation as required by the municipality.
- 3.f. **References:** Positive references from past clients, especially municipalities or governmental entities.

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

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

The Town Council 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 Town Council 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 25, 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>