

Request for Proposals - Legal Services

City of Texarkana, Arkansas

I. Background

The City of Texarkana, Arkansas is currently represented by General Counsel and City Prosecutor. George M. Matteson, who currently represents the City as General counsel has recently submitted his letter of resignation. This Request for Proposals is developed pursuant to §§19-11-803, 804, 805. Respondents may submit proposals for General Counsel legal services. Firms or individual attorneys should be licensed to practice in Arkansas and an Arkansas Resident.

II. Approach

The City of Texarkana, Arkansas reserves the right to choose one firm or individual for general counsel services. The City will require general counsel to attend certain Continuing Legal Education (CLE) classes at the city's expense to keep abreast of legal matters.

III. Types of Legal Service Sought

There are several broad types of legal services required by the City. Individual attorneys or firms shall do all general counsel services listed below.

- a. Provide legal research, advice, and opinions on a day-to-day basis to elected officials and appointed City officials on all aspects of municipal operations.
- b. Attend all City Board of Directors' meetings and City Manager Staff meetings serving as City Attorney and providing legal counsel and direction. It will be General Counsel's responsibility to notify the City Prosecutor to provide legal counsel and direction in their absence, as well as notifying the City Manager and City Clerk of their pending absence.
- c. Develop all Ordinances and Resolutions required for each Board of Directors' meeting.
- d. Provide all secretarial support, office supplies, and all law books and materials necessary to meet the City's legal needs.

IV. Conflict of Interest

Firms or individual attorneys submitting proposals for legal services should be sensitive to potential conflict of interests. All potential conflicts must be disclosed.

V. Fees for Legal Services

Pursuant to §19-11-804, the City shall select the firm or individual attorney best qualified through the evaluation process and negotiate a contract with that firm or individual attorney. Fees are not a consideration until the most qualified firm or individual attorney is selected and negotiations have begun.

VI. Proposal Content

The following information must be included in the proposal:

- a. Transmittal letter.
- b. Name, address, and contact person for the firm or individual attorney.
- c. Indicate any additional services you may be able to provide as the City's general legal counsel in your proposal.
- d. Specialized experience and technical competence of firm or individual attorney providing the proposed service. This should include specific, detailed information regarding the attorney actually providing services if the proposal is submitted by a firm. Municipal experience will be considered a plus, and statements should highlight past governmental clients.
- e. Capacity and capability of the firm or individual attorney to perform the work involved. Specifically, a list of current clients should be provided with a clear explanation of how the City's workload will be balanced against existing clients. The proposal should provide a method to assure the City that critical District Court issues will be handled as a priority.
- f. Past record of performance of the firm or individual attorney. Your proposal should include names and telephone numbers of any clients who can provide references regarding performance.

VII. Evaluation

The responsible respondent whose statement is most advantageous to the City will be selected to perform the services. A review committee will analyze each proposal. The weight given to each evaluation factor shall be determined by the review committee:

- a. Specialized experience and technical competence.
- b. Previous municipal and governmental experience.
- c. Capacity and capability to meet City's needs.
- d. Past Performance.

VIII. Questions

Questions regarding this Request for Proposals or any related issue may be addressed to Mayor Allen Brown.

IX. Request for Proposal Submissions

Submissions should be sent to Mayor Allen Brown and received no later than February 28, 2023, by 4:00 PM.

Mayor Allen Brown
City of Texarkana, Arkansas

By mail: P. O. Box 2711
Texarkana, Arkansas 75504

Hand delivery: 216 Walnut Street
Texarkana, Arkansas 71854

X. Contract Award

It is anticipated the contract will be awarded by April 3, 2023.