

**TOWN OF LAGUNA VISTA
REQUEST FOR QUALIFICATIONS FOR LEGAL SERVICES**

The Town of Laguna Vista will be receiving sealed RFQs for legal services until Friday, May 10, 2019 at 3:00 p.m. RFQs received after this time will not be considered.

The proposal for this RFQ is available at the Town of Laguna Vista, 122 Fernandez St., Laguna Vista, TX 78578 or by calling City Secretary Alma Deckard at 956-943-1793 or at adeckard@lvtexas.us.

The Town of Laguna Vista reserves the right to reject any/or all RFQs and to make awards as they may appear to be advantageous to the Town, to hold RFQ for 120 days from submission date without action, and to waive all formalities.

**TOWN OF LAGUNA VISTA
REQUEST FOR QUALIFICATIONS FOR
LEGAL SERVICES**

Description

The Town of Laguna Vista is requesting sealed proposals from qualified attorneys or law firms to provide statements of qualification for legal services.

The Town Council meets the second Tuesday of every month. Municipal Court Trials and pre-Trials are held every other month.

Scope of Work

The legal services include, but are not limited to:

1. Providing a variety of high-quality and timely legal opinions to the Town Council and Town staff.
2. Attending regular meetings of the Town Council and occasional special-called meetings.
3. Being intimately familiar with the Town's charter, Code of Ordinances, applicable state and federal laws, and other applicable documents (such as the Town Personnel Policies and Procedures, code enforcement process, etc.).
4. Providing advice to the Town on a variety of legal matters.
5. Representing the Town as Town Attorney in legal matters.
6. Serving as the Town Attorney by prosecuting violations of municipal ordinances.
7. Reviewing and occasionally drafting ordinances, resolutions, charter changes, and other documents as requested by the Town Council.
8. Reviewing and making recommendations on a variety of projects and proposals which have legal ramifications (such as codification of the Town's ordinances, changes to the Town's charter, etc.).
9. Maintaining an appropriate relationship with professional organizations in the field of municipal legal services.
10. Staying abreast of new or proposed state and federal legislation affecting the Town.
11. Researching alternative approaches to resolving legal problems.

Proposal Instructions

1. Proposal Deadline: Must be received by Town of Laguna Vista no later than Friday, May 10, 2019 at 3:00 p.m.
2. Rates: The proposal should include the amount the qualified attorneys or law firms charges for the following:
 - a. Monthly Retainer: Please specify the amount or hourly rate for monthly retainer and what such would include.
 - b. Hourly Rate: Please provide the hourly rate for your legal services as specified in the scope of work.

- c. **Additional Charges:** Please include additional charges the Town would be charged that are not included in the monthly retainer and the hourly rate.
- 3. **Submission of Proposals:** The Town of Laguna Vista is requesting ten (10) hard copies. All copies must be sent to the following delivery address:

Alma Deckard, City Secretary
Town of Laguna Vista
122 Fernandez St.
Laguna Vista, TX 78578
adeckard@lvtexas.us

- 4. **Withdrawal of Proposals:** Qualified attorneys or law firms may withdraw their proposals any time before the deadline for submission on Friday, May 10, 2019, but the withdrawal must be submitted in writing and signed by the qualified attorneys or law firms.
- 5. **Inquiries and Corrections:**

All inquiries relating to this request should be in writing and addressed to:

Rolando Vela, City Manager
Town of Laguna Vista
122 Fernandez St.
Laguna Vista, TX 78578
cm@lvtexas.us
956-943-1793