



CITY OF BANDERA

511 Main St. • PO Box 896 • Bandera, Texas 78003 • P: (830) 796-3765

REQUEST FOR PROPOSALS

The City of Bandera (the “City”) is soliciting proposals from law firms to provide city attorney services. Law firms are invited to submit qualifications and sealed proposals for the provision of these services.

Questions regarding this RFP should be addressed to T. Kunz, City Administrator at 830.796.3765.

Two (2) copies of sealed proposals, along with one (1) unbound original copy, suitable for reproduction, clearly marked “City Attorney Services” should be delivered to City Hall no later than 2:00 pm on Friday, **{Due Date}** at City of Bandera, 511 Main Street, P.O. Box 896, Bandera, Texas 78003. No proposals will be accepted after 3:00 pm. Proposals received after this time will be returned unopened to the proposer. No electronic submissions will be accepted.

Upon consideration of the proposals, the City reserves the right to accept or reject any and all proposals and to waive any technicalities in the best interest of the City of Bandera.

Complete specifications may be obtained by contacting me at the address and/or phone number above during normal working hours.

The City is an Affirmative Action/Equal Opportunity Employer. Small minority-owned and female-owned firms are encouraged to submit qualifications.

T. Kunz, City Administrator

INQUIRIES:

Inquiries concerning this RFP must be submitted prior to 5:00 pm on {Due Date}. All inquiries should be emailed to the City Administrator at toni.kunz@banderatx.gov

Deadline: {Due Date}, at 2:00 pm

Submit Proposals to: City Administrator T. Kunz
511 Main Street, PO Box 896
Bandera, Texas 78003

SCOPE OF SERVICES:

In order to be considered, proposals must address each of the requests for information included herewith. In addition, information regarding rates and fees must be submitted on the sheet provided.

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 for your clarification. The firm will be required to provide a detailed, itemized billing for each category (including general representation), on a monthly basis.

It is the intent of the City Council of Bandera to provide a contract services agreement from {From Date} to {To Date}. However, the City Council reserves the right to terminate the contract services agreement upon thirty (30) days written notice without cause. In the event the relationship between the City and the successful firm is satisfactory to both parties, the contract services agreement may be continued for up to five (5) years.

NOTE: All information provided in the proposals will be subject to Open Record Laws.

I. General Representation:

- A. Upon Request: Attendance of City Council meetings (City Council currently meets on the second and fourth Tuesdays of each month)
- B. Consultation with City staff via telephone during normal business hours.
- C. Preparation and review of Ordinances and Resolutions as required.
- D. Preparation and review of Contracts and other documents prior to City Council action.

II. Special Projects:

This category includes any unusually large projects defined as those 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 committee.

III. Litigation:

This category includes both preparation for the trial and actual courtroom time for all litigation filed by or against the City, the Planning and Zoning Commission, and condemnation proceedings.

STATEMENT OF QUALIFICATIONS:

Please attach responses to the following requests for information:

1. Name of firm and year organized (include address and telephone number).
2. 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 areas of specialty within field of municipal law.
3. Provide the name of the Principal in the firm who will have responsibility for the City of Bandera's dealings.
4. Attach a list of attorneys who will provide services to the City of Bandera. Include a description of the attorney's education, years of legal experience, years of municipal legal experience, and information on any areas of specialty within the field of municipal law.
5. Provide a list of current municipal clients, a contact person for each, and a telephone number for the contact person.
6. If your firm has represented a city during the last five years that it no longer serves, please provide the following information.
 - a. Name of City
 - b. Name of contact person, and
 - c. Reason that you no longer represent the City.
7. Provide information regarding the number of city-related Civil District Court cases actually tried to verdict or judgment during the last five years. This data should be provided for the firm, and for each attorney in the firm that will provide a significant level of service to the City of Bandera. Information should also include the percentage of these cases "won".
8. Provide the information requested in Number 7 above or the appeals court cases in which the firm represented the condemning agency.
9. Provide the information requested in Number 7 above for the eminent domain cases in which the firm represented the condemning agency.
10. Please list any clients that you currently represent that could cause a conflict of interest with your responsibilities with the City of Bandera. Describe how you would be willing to resolve these or any future conflicts of interest.
11. If your firm has filed any litigation in the past five years in which either the City of Bandera or one of its employees was named as a defendant, please describe the case(s).

12. If you have filed any litigation in the past five years in which a municipality was a defendant, please describe the case(s).

EVALUATION CRITERIA AND SELECTION PROCEDURES:

The following criteria will be used as a basis in evaluating qualifications (100 points) based upon the weighting indicated below.

1. Experience of key personnel. (40 points)
2. Results of reference checks. (35 points)
3. Clarity of proposal. (25 points)

The City's appointed selection committee for this solicitation will review all submissions. The City will enter into negotiations with the best and most qualified firm for compensation and other relevant issues. In the event the City is unable to negotiate a mutually acceptable contract with the best and most qualified firm, it reserves the right to terminate negotiations with the first choice and enter into negotiations with the second-best qualified firm.

The City reserves the right to extend the due date for the RFP, to accept or reject any or all proposals received as a result of this request, to negotiate with any respondent, or to cancel this RFP in part or in its entirety. The City may require the selected consultant to participate in negotiations and to submit such technical, fee, or other revisions as may result from negotiations.

**PROPOSED FEES
CITY ATTORNEY SERVICES**

The following rates are proposed by the firm of _____ for City Attorney Services to the City of Bandera.

1. General Representation

Monthly Retainer \$ _____

Attendance of a City Council Meeting \$ _____

2. Special Projects

Hourly Rate \$ _____

3. Litigation

Preparation Time – Hourly Rate \$ _____

Courtroom Time – Hourly Rate \$ _____

I, _____ acting on behalf of the firm of _____ certify that I have reviewed and fully understand the City of Bandera's Request for Proposals for City Attorney services. I further certify and swear that the information submitted in response to the Request for Proposals is true, correct and fully shows all information required to be reported.

By: _____

State of Texas)
) ss.
County of _____)

This instrument was acknowledged before me on _____ day of _____, 2026.

By: _____
Name of Signer(s).

Signature of Notary

(Seal of Notary)