



**CITY OF SOCORRO  
REQUEST FOR QUALIFICATIONS  
RFQ # 23-03**

**Request for Qualifications (RFQ) for City Attorney  
Services to the City of Socorro, Texas**

**SUBMITTAL DEADLINE: APRIL 14, 2023**

**CITY OF SOCORRO  
ATTENTION TO: Olivia Navarro, City Clerk**

**RFQ # 23-03  
124 S. Horizon  
Socorro, Texas 79927  
(915) 858-2915**

**REQUEST FOR QUALIFICATIONS  
RFQ # 23-03  
FOR CITY ATTORNEY SERVICES**

**ANNOUNCEMENT**

The City of Socorro Texas is soliciting Requests for Qualifications to provide City Attorney Services to the City of Socorro, Texas. The Request for Proposals is due by **APRIL 14, 2023, AT 3:00 PM (MOUNTAIN TIME)**. Request for Qualifications must be marked with a description on the lower front left corner of the envelope “**RFQ for City Attorney**”. Statements may be hand-delivered to the following location:

**City of Socorro, Texas  
124 Horizon Blvd  
Socorro, Texas 79927  
Attention: Olivia Navarro, City Clerk**

Any proposal received after the stated closing time will not be accepted. RFQs sent by mail must be received by the City of Socorro no later than the deadline provided above.

Until the final award of a contract by the City of Socorro, the City reserves the right to reject any and/or all proposals, waive technicalities to re-advertise, and proceed otherwise when the city's best interest will be realized hereby.

RFQs must be signed by someone having the authority to bind the entity submitting the proposal.

Any contract, or administrative inquiries regarding the services required herein, must be directed (via email or in writing) by April 6, 2023, 2023, at 12 p.m. to:

City of Socorro  
124 Horizon Blvd.  
Socorro, Texas 79927  
Attn: Olivia Navarro, City Clerk  
Email: [cityclerk@costx.us](mailto:cityclerk@costx.us)

Questions (edited as deemed appropriate by the City of Socorro) and answers may be made available to all interested parties via posting on the City of Socorro’s website ([www.costx.us](http://www.costx.us)) by the City of Socorro on the date first noted on the Proposed Schedule for this RFQ. Proposers are responsible for monitoring the City of Socorro’s website for periodic updates.

## **PROPOSED SCHEDULE**

The following projected dates are set forth for your knowledge and understanding:

### **PROPOSED SCHEDULE**

RFQ Issue Date:	April 2, 2023
Comments/Questions Due	April 6, 2023, 12:00 pm (MST)
Submittals from Proposers Due	April 14, 2023, 3:00 pm (MST)
Open RFQs	April 14, 2023, 3:01 pm (MST)
Evaluation Committee Scoring Due	April 27, 2023
Execution of Agreement	May - June 2023

The City of Socorro, Texas is seeking a law firm to provide City Attorney services on a contract basis. Law firms are invited to submit qualifications for the provision of these services. In order to be considered, submittals must address each of the concerns requested in this document. To enable Socorro to best evaluate each firm's proposal, it is recommended that firms **do not** submit joint proposals.

- To be considered, one original and six copies must be received by the City Clerk at the Administration Building located at 124 S. Horizon Blvd., Socorro, Texas 79927, no later than Friday, April 14, 2023, at 3:00 p.m.

### **INTRODUCTION:**

The City of Socorro, Texas is a Home Rule City operating with a City Manager form of government as set forth in the City's Charter adopted in 2001 and as amended November 2020. The City of Socorro, Texas serves an area of 18.2 square miles with a population of approximately 34,306 and operates with 11 departments, and 138 employees.

### **SCOPE OF SERVICES/ DESCRIPTION OF RESPONSIBILITIES:**

The City Attorney will be required to provide general municipal counsel, basic legal services, advice on special projects, and advice to the City Council and all Boards and Commissions, and prosecution in municipal court. The City requests one attorney be designated as the point of contact or lead attorney. Accessibility to and a timely response from the attorney is essential to the position.

Minimum qualifications include a Juris Doctorate from an accredited law school, a license to practice law in the State of Texas and be a member in good standing of the Texas Bar. Experience with Texas municipalities and knowledge of Municipal Law, Municipal Finance, Land Use Regulation and Contract Law is preferable.

General municipal counsel of the City Attorney includes but is not limited to: (1) as director of the law department, having charge of all litigation in which the City is a party; (2) representing the City in all legal matters and proceedings in which the City is a party or interested, or in which any of its officers are parties in their official capacity; (3) advising the City of Socorro City Council or any committee or member thereof, and the heads of all departments, and all other officers and agencies, Boards and Commissions of the City as to all legal questions affecting the City's interest; (4) advising the Socorro Police Department regarding policies and procedures and assisting with internal investigations; (5) approving as to form all ordinances, contracts, deeds, bonds and any other documents to be signed in the name of, or made to or with, the City; (6) prosecuting cases in municipal court; (6) advising the Human Resources Department regarding employment matters and investigations; and (7) representing the City in lawsuits and during evidentiary hearings and proceedings, including Civil Service Commission, SOAH and other evidentiary hearings.

Basic legal services include:

- (1) reviewing or drafting ordinances, resolutions, contracts, agreements, deeds, easements;
- (2) providing advice regarding government operations, elections, open meetings, open records, City ordinances, State law, routine matters, personnel matters, police matters, and property matters including real estate acquisition and sale, annexation, zoning, condemnation and public finance;
- (3) reviewing agendas and materials for City Council meetings, anticipating and preparing legal advice on items to be addressed at the City Council meeting, and attending City Council meetings which are generally held on the first and third evenings each month;
- (4) providing counsel and advice to the City's Boards and Commissions;
- (5) providing counsel and advice to the Socorro Police Department;
- (6) providing legal opinions upon request;
- (7) serving as municipal court prosecutor;
- (8) representing the City in court and evidentiary hearings;
- (9) assist with trainings; and
- (10) assist with investigations

City staff may work in-house to produce initial drafts, such as City ordinances and resolutions, prior to the attorney's review. The City may also seek outside specialized counsel as necessary.

The City Attorney will be required to provide a detailed, itemized billing on a monthly basis, in order to avoid misunderstanding, a standing request exists for legal review of contracts, ordinances and resolutions presented to City Council for consideration at its meetings in addition to anticipating and preparing legal advice on issues up for consideration, as well as attendance at the regular and special City Council meetings and meetings of Boards and Commissions as required.

Further, a request for legal services exists upon phone or written request of the City Manager, Department Heads, Mayor or City Council member. For all other requests, including citizen's inquires, approval by the City Manager prior to commencement of service is required. The City Attorney will be required to generally familiarize himself/herself with general municipal law and keep abreast of legislation affecting cities outside the scope of billable services.

## **REQUESTED INFORMATION:**

If you or your firm is interested in the opportunity to work with the City, please provide the following information:

1. Firm or individual name and contact information, including e-mail and website addresses and year organized.
2. Summary of qualifications, specializations, experience (including municipal), professional affiliation, special training, availability, Texas Bar license numbers, Texas Bar certification in municipal or related areas of law, contact information for key personnel and proposed lead and back-up attorneys for the City.
3. Information on any previous experience or services provided, including municipal experience, such as general City Attorney services, city-related court cases, condemnation, eminent domain, zoning, labor and employment law and litigation experience, list of past or present municipal clients, etc.
4. List of clients you currently represent that could cause a conflict of interest with your responsibilities as City Attorney. Describe how you would be willing to resolve these or any future conflicts of interest.
5. If your firm or you have filed any litigation in the past five years in which City or one of its employees was named as a defendant, please describe the case(s).
6. Other factors or special considerations you feel would influence your selection.
7. List of references and contact information.
8. The response must be accompanied by a sealed envelope containing a proposed engagement agreement for the services contemplated by the RFQ. Should the firm be selected, the envelope will be opened and the engagement agreement used to negotiate a final agreement for City Attorney services.

## **OTHER TERMS AND CONDITIONS:**

The City reserves the right to reject any or all submissions. The City reserves the right to waive any variances from original RFQ specifications in cases where the variances are considered to be, in the sole discretion of the City, in the best interests of the City.

All qualifications submitted in response to this RFQ shall become the property of the City. The City retains the right to use any or all information presented in any qualification to the RFQ, whether amended or not. Selection or rejection of the submission does not affect this right.

Contracts shall be awarded following the procedure in Tex. Gov't Code §2254.004 to the applicant determined to be best qualified to meet the City's needs, with a mutually agreeable start date.

**EVALUATION AND SELECTION CRITERIA:**

1. General qualifications of the candidate for the position and key support personnel
2. Quality and extent of services available
3. Experience
4. References
5. Compliance with this Request for Qualifications
6. Other criteria which pertain to providing effective and efficient legal services such as availability for questions and contact, timeliness, responsiveness and follow- through.

**SUBMITTAL:**

Please provide six (6) unbound copies of the qualification, including one original with the signature of an authorized individual on a typed letter of submittal. Qualifications shall be submitted in a sealed envelope, clearly marked on the outside of the envelope, "City Attorney Services" and addressed to:

City Clerk's Office  
Olivia Navarro/City Clerk  
124 S. Horizon Blvd.  
Socorro, Texas 79927

Submission Deadline: All submissions must be received no later than 3:00 p.m. on Friday, April 14, 2023.