

**CITY OF FLORESVILLE
REQUEST FOR STATEMENTS OF QUALIFICATIONS (RFQ)
CITY ATTORNEY - LEGAL SERVICES**

The City of Floresville, Texas, is accepting Statements of Qualifications (SOQs) from qualified law firms or individuals to provide City Attorney legal services on a contractual basis, with services to commence on or before June 1, 2026.

A detailed description of the scope of services, minimum qualifications, and submittal requirements is available on the City's website at: www.floresvilletx.gov/government/press-releases-rfq/

Submittal Deadline:

Qualifications must be received no later than 3:00 p.m. CST on Wednesday, May 20, 2026.

Submission Method:

Qualifications may be submitted by email to financedir@floresvilletx.gov or delivered to:
City of Floresville
1120 D Street
Floresville, TX 78114

The City of Floresville reserves the right to reject any or all qualifications, to waive informalities and irregularities in the submittal process, to negotiate with all qualified respondents within the competitive range, and to accept the submission deemed to be in the best interest of the City.

I. INTRODUCTION

City of Floresville (City) is soliciting qualifications from qualified firms to provide legal services for the City for a minimum two-year period commencing no later than June 1, 2026.

This document outlines the requirements, selection process, and documentation necessary to submit a responsive qualification for this service.

All qualifications shall be considered valid for a period of sixty (60) days from the qualification closing date and shall contain a statement to that effect. Accepted qualifications shall be subject to applicable laws and regulations governing public disclosure. Any information received within the qualification will be considered part of the public record of this procurement.

The City reserves the right to reject any and all qualifications, to waive informalities and irregularities in the proposal submission process, to negotiate further with all proposers within the competitive range, and to accept a qualification which is considered to be in the best interest of the City.

Requests for additional information or questions should be addressed to Cynthia Sturm, Finance Director, at financedir@floresvilletx.gov.

II. AGENCY BACKGROUND

The City of Floresville is a vibrant and growing community and the county seat of Wilson County, Texas. Situated strategically outside of San Antonio and just north of the oil and gas discoveries in the Eagle Ford Shale region, Floresville provides a culturally diverse home for an ever-growing number of residents looking to escape some of the big city bustle for a more intimate community.

The city has a population of approximately 9,000 and maintains its own police department, public works department, water, sewer, and stormwater utilities; municipal cemetery; community and economic development department; finance department; and administration department.

III. CONTRACT PERIOD

It is anticipated that the period of the contract will be for two years, with annual renewal after the initial 24 months. The City retains the right to solicit other proposals for city attorney – legal services every 12 months after the initial 24-month contract, or if the City’s needs for general legal services change substantially.

IV. SCOPE OF SERVICES

A. Description

- 1) Act as general legal counsel to the City elected officials and City Staff. Legal counsel will provide representation, advice, and interpretation of municipal law as it applies to the City, **except** for legal services provided by bond counsel, legal services provided by the City prosecutor, and specialty legal services needed on matters prohibited as a matter of law. Such information will involve federal and state laws as well as local statutes and ordinances.

B. Typical Duties (not exhaustive)

- 1) Provide general legal advice to the City Manager, City Council, and all City Boards and Commissions regarding all legal matters relating to the performance of their duties.
- 2) Maintain knowledge of issues facing the City and be prepared to offer timely legal opinions within a pre-established response process.
- 3) Attend City Council meetings, and other city council, board(s) as needed, or commission meetings as requested or unless excused from attendance by the mayor, and assist staff in preparation of meeting agendas and materials.
- 4) Represent the City in litigation (or as needed to assist insurance pool-appointed attorney(s) during litigation).
- 5) Represent and advise in matters relating to permitting.
- 6) Legal actions or administrative proceedings that may be initiated by the City, except on matters for which the City prosecutor or the City's insurance pool provides representation, including appeals or as needed to assist insurance pool-appointed attorney(s) during litigation. TML provides the City's general liability and property insurance coverage.
- 7) Represent the City before the city hearing examiner, or in land use proceedings that may be initiated by the City or brought by others, except on matters for which the City's insurance pool provides representation.
- 8) Appearance and/or initiation or other involvement, on behalf of the City, in other dispute resolution proceedings, including, but not necessarily limited to, judicial, arbitration or mediation and appeals thereof.
- 9) Represent and advise in matters relating to federal and state law or funded projects.
- 10) Review or draft legislation to be considered by the City Council.
- 11) Respond in a timely manner to inquiries from authorized City departments and/or elected

officials and provide regular status reports on active issues as requested.

- 12) Assist the Police Department on matters relating to Police Liability issues and/or changes in policy outside of the purview of the contracted Prosecutor.
- 13) Review and/or draft contracts, in whole or in part, and activities incidental or related thereto, including, but not necessarily limited to, real-estate transactions, interlocal agreements, labor agreements, professional services, purchasing, service or product contracts, as requested. May assist in negotiation of such contracts and/or agreements as requested.
- 14) Review ordinances drafted by staff as to form and content, together with applicable comments/questions/ suggestions.
- 15) Draft and/or review ordinances, resolutions, contracts, and other documents as necessary to represent and protect the City's interest and advise the City with regard thereto.
- 16) Prepare lease agreements, draft or review required lender financing instruments such as subordination agreements and related documents.
- 17) Provide research, recommendations, written legal opinions, preparation, and review of issues relating to land use, public property acquisitions, growth management, law enforcement, finance, personnel law, private/public partnerships, economic development agreements, and public record requests as requested by the Mayor, Council, or Department Directors.

V. DESIRED QUALIFICATIONS

- A. Minimum ten (10) years of experience within or with municipal government in providing general municipal legal services is desirable.
- B. Extensive knowledge of federal, state, and municipal statutes, case law, regulations and policies relevant to city government in areas of civil, land use, and administrative law; of legal procedures; and of courtroom procedures.
- C. Background or understanding of commercial real estate leasing and restrictions relating to municipal right-of-way(s) and property acquisition.
- D. Substantial experience in working with agencies and public boards with substantial (\$1 to \$40 million) annual budgets.
- E. Experience in all aspects of municipal law. The City will give preference to individuals or firms

with experience in municipal issues, such as zoning, environmental questions, land use permits, annexation, and growth boundary review board, building code, personnel issues, public utilities, water code, water rights, contract development and interpretation, public records act, code enforcement/abatement, and police liability.

- F. Member(s) of the Texas State Bar. The selected firm will be required to declare that it will represent the city to the exclusion of all other clients having potential conflicts with the interests of the City.
- G. Firm should be located within or have satellite offices within the limits of Wilson County or otherwise have the technology to allow for timely interactions with City department heads and staff, elected officials, and other legal counsel.

VI. PROPOSAL REQUIREMENTS

- A. Firm/practice name, address, phone, and fax number.
- B. A summary of the firm's qualifications as they relate to the duties and desired qualifications described above, as well as demonstrated knowledge relating to municipalities and municipal corporations.
- C. A list, a minimum of five (5) references knowledgeable about your firm's municipal and public sector-related work. Include contact names, telephone numbers and addresses.
- D. A description of how your firm would propose providing the required legal services. This should include an understanding of the City's service requirements, the firm's ongoing service commitment, responsiveness, office location, etc. Include information on availability and back-up city attorney services, when absent for illness, vacation, trials, etc.
- E. A discussion of the qualifications and experience of each attorney who would provide legal services, along with detailed resumes. This discussion will clearly identify the person to serve as primary city attorney and will differentiate this person from other supporting key personnel and their particular area(s) of expertise. For each attorney, please include the following:
 - 1) A description of related municipal experience with agencies similar in size to the City.
 - 2) Describe any conflicts of interest (real or perceived) that may be incurred with this appointment, and how you propose to address or mitigate them.
 - 3) Describe working relationships with local, state, and county elected officials, unions, city staff, and other legal and business representatives.
 - 4) Describe experience in negotiating contracts as well as with Police Unions.

- 5) Describe experience in working with forfeiture/seizure hearings, code enforcement/abatement, police liability issues, and changes in police policy.
 - 6) Discuss experience in providing solutions to municipal government issues and how you keep abreast of changes in the law affecting municipalities; and your experience in overcoming these challenges to comply with and resolve conflicts and gain cooperation among groups with divergent interests.
 - 7) Discuss experience in working with public record requests.
 - 8) Discuss experience in working with Human Resources, Employment law, and employee grievance, as well as employee and supervisor education and training.
 - 9) Discuss experience in working with the City on reducing liability/exposure to the City.
 - 10) Discuss experience in working on land use/subdivision permitting matters.
 - 11) Discuss experience in working on public property acquisitions and public/private partnerships.
 - 12) Discuss experience in working on state and federally funded projects.
 - 13) Discuss experience in working on land use permitting and administration matters.
 - 14) List five (5) local professional references, addresses, phone numbers, and your relationship with them.
 - 15) Discuss any ongoing or previous litigation within the past five (5) years with or towards a municipality. Please state if items are confidential in nature.
 - 16) Discuss any previous issues or concerns municipalities have had with your firm, partners, or associates.
- F. A Statement of Contract Compliance: Upon execution of a Professional Services Agreement, the person/firm selected will be required to provide proof of comprehensive insurance, general liability, or other financial security in a manner satisfactory to the City and sufficient to provide a minimum of \$1,000,000 per occurrence or claim in liability and lawyers' professional errors and omissions coverage. The City of Floresville must be named as an additional named insured on liability policy(s) and a certificate of insurance provided for lawyers' professional policy(s).