CITY OF BLANCO TEXAS

I. Purpose

The City of Blanco is requesting Request for Qualifications (RFQ) from experienced Professional Legal Firms or Individual Attorneys for the purpose of providing legal services to the City of Blanco on a contract basis. The firm/individual will be tasked with providing general municipal counsel, basic legal services, advice on special projects, advice to the City Council/City Administrator. The City requests that one attorney from the firm be designated as the point of contact or lead attorney.

II. Services Required The firm/individual selected is to have 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, personnel law, utility law, election law and land use and zoning regulations.

III. Basic legal services required include:

a. Reviewing and drafting ordinances, resolutions, contracts, agreements, deeds, and easements;
b. Providing advice regarding government operations, elections, open meetings, public information, City Ordinances, State law, personnel matters, property matters, and real estate matters, including annexation, zoning, and condemnation.
c. Reviewing agendas and materials for the City Council meeting, preparing legal advice, attending City Council meetings;
d. Providing counsel and advice to City Council, City Administrator, and Boards and Commissions; and
e. The City Attorney will be required to provide a detailed, itemized billing on a monthly basis to Kelly Kuenstler, City Administrator, City of Blanco, 300 Pecan Street, Blanco, TX 78606 (830-833-4525) cityadmin@cityofblanco.com www.cityofblanco.com

IV. Proposal Requirements: Each RFQ response must address, but does not need to be limited to, the following issues: 1. Firm or individual name, including the address of all firm offices, identifying in which office the work will be performed. 2. Attach a list of Principals in the firm. Include a biographical sketch of each including education, years of experience, years of municipal law experience, and any areas of specialty within the field of municipal. 3. Provide the name of the assigned Attorney and complete resume who will have primary responsibility for the City of Blanco legal matters. 4. Provide a list of attorneys who will provide services to the City. Include a description of these attorneys' education, years of legal experience, years of municipal legal experience and any areas of specialty within the field of municipal law. 5. Provide a complete list of all current municipal clients including email and phone contact information. Please identify the five clients on the list which you

think are most comparable to the City of Blanco. 6. If your firm has represented a city in the last five years, which you no longer serve as City Attorney, please provide the following information: a. Name of city. b. Name of City Manager and/or contact information. c. Explanation regarding why you no longer represent that city. 7. Provide a brief summary of the firm's experience in each of the following areas and your strategy for managing those areas which your firm does not have experience and would need to outsource: a. Business contracts and agreements. b. Ordinances and resolutions. c. Real estate matters including deeds and easements. d. Elections. e. Open meetings and open records. f. State law as it pertains to municipalities. g. Personnel matters including non-civil service police and fire. Kelly Kuenstler, City Administrator, City of Blanco, 300 Pecan Street, Blanco, TX 78606 830-833-4525 cityadmin@cityofblanco.com h. Zoning and development processes. i. Economic development incentives. j. Municipal Court prosecution. k. Police specialty law. 8. Please list any client that you currently represent that could cause a potential conflict of interest with the City of Blanco. Describe how you would resolve these current or future potential conflicts of interest. 9. If your firm has represented any client in the past fifteen years against the City of Blanco or one of its employees, please describe the case(s). 10. If you have participated in any litigation in the last five years in which a municipality was a defendant, please describe the case(s). 11. Any other items, which the firm/individual deems necessary. Each submittal should also provide a summary detailing the experience and understanding of the role of providing consulting legal services including how the city attorney balances the relationship between the Mayor and Council as well as the City Manager and staff. The summary should also include the Firm/Individuals Mission Statement and a Statement of Values.

V. Evaluation Process Based on the council's review of submittals, it is expected that several firms may be short listed for further consideration and may be required to submit supplemental information. Additionally, the selected firms may be required to make a formal presentation before the Mayor and City Council. Please submit 8 copies of the Qualifications Statement with a maximum of 7 pages each, by 3:00 pm on Monday, November 15, 2021. Mailing Address: Physical Address for drop-off: Kelly Kuenstler, City Administrator, City of Blanco, 300 Pecan Street, Blanco, TX 78606

VI. Contract award: The contract will be awarded for an initial six-month period, at which time the City Council will review the performance and relationship. Assuming that the parties mutually agree, the agreement will be automatically renewed for additional one year period following the initial six month period unless terminated by either party. However, the City Attorney shall work at pleasure of the City Council and nothing herein shall limit their ability to terminate the contract at will with no notice or penalty. All costs directly or indirectly related to preparation of a response to this RFQ or any oral presentation required to supplement and/or clarify the RFQ which may be required shall be the sole responsibility of, and shall be borne by, your firm.

VII. Inquiries Any informational question for this request may be directed to Kelly Kuenstler, City Administrator, via cityadmin@cityofblanco.com or at 830-833-4525.