



201 North State, Knob Noster MO 65336

Phone: 660-563-2595 Fax: 660-563-5634

REQUEST FOR QUALIFICATIONS (RFQ)  
FOR CITY ATTORNEY SERVICES

SUBMISSION DUE DATE: JANUARY 31, 2023

**RFQ CONTACT:**

Scott Peterson, City Administrator  
City of Knob Noster  
201 North State Street  
Knob Noster, MO 65336  
Phone: (660) 563-2595

**SUBMITTAL ADDRESS:**

City of Knob Noster  
201 North State Street  
Knob Noster, MO 65336  
City Administrator, Scott Peterson  
Phone: (660) 563-2595  
Sealed & Marked: "City Attorney Service"

# **CITY ATTORNEY**

## **REQUEST FOR QUALIFICATIONS (RFQ)**

The City of Knob Noster (City) is seeking a law firm or individual attorney to provide City Attorney services on a contract basis. Law firms and attorneys are invited to submit qualifications and proposals for the provision of these services. In order to be considered, proposals must address each of the concerns requested in this document, including rates and fees.

**DEADLINE SUBMISSION:** All proposals must be received no later than 4:00 p.m. on Monday, January 31, 2023.

### **INTRODUCTION:**

The City has a population of approximately 2,863 and is a full-service City, providing its residents with administrative, police and fire services, community development, public works, and parks and recreational services.

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

The City Attorney will be required to provide general municipal counsel, basic legal services, and advice on special projects. 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 Missouri, and be a member in good standing of the Missouri Bar. Experience with Missouri municipalities and knowledge of Municipal Law, Sunshine Law, 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 Council or any committee or member thereof, and the heads of all departments, and all other officers and agencies of the City as to all legal questions affecting the City's interest; (4) 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.

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, and property matters including real estate acquisition and sale, annexation, zoning, condemnation and public finance; (3) reviewing agendas and materials for Council meetings, anticipating and preparing legal advice on items to be addressed at the Council meeting, and

attending City Council meetings which are generally held on the first and third Tuesday evenings each month; and (4) providing legal opinions upon request.

Special projects include large projects requiring 20 hours or more, such as an extensive drafting or revising of ordinances or code sections, research concerning an in-depth issue, etc.

Generally, the City Attorney may anticipate the job requiring 50 to 60 hours per month. City staff may work in-house to produce initial drafts, such as of 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 regular meeting in addition to anticipating and preparing legal advice on issues up for consideration, as well as attendance at the regular City Council meetings. Further a request for legal services exists upon phone or written request of the City Administrator or Board Member. For all other requests, including citizens' inquires, approval by the City Administrator prior to commencement of service is required. 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, Missouri Bar license numbers, and 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, 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 the City or one of its employees was named as a party, 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. Proposed hourly rates for each attorney assigned to the City or any alternative fee structure you propose.

**OTHER TERMS AND CONDITIONS:**

The City reserves the right to reject any or all responses. 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 proposals 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 proposal to the RFQ, whether amended or not. Selection or rejection of the proposal does not affect this right.

Contracts shall be awarded to the applicant determined to be best qualified to meet the City's needs, with a mutually agreeable start date.

**EVALUATION AND SELECTION CRITERIA:**

- General qualifications of the candidate for the position and key support personnel
- Quality and extent of services available
- Experience
- References
- Costs
- Compliance with this Request for Qualifications
- 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 three (3) unbound copies of the proposal, including one original with the signature of an authorized individual on a typed letter of submittal. Proposals shall be submitted in a sealed envelope, clearly marked on the outside of the envelope, "City Attorney Services" and addressed to:

City of Knob Noster  
Attention: Scott Peterson  
City Administrator  
201 North State Street  
Knob Noster, MO 65336

Submission Deadline: All proposals must be received no later than 4:00 p.m. on Tuesday, January 31, 2023.