



CITY OF WEBSTER GROVES
REQUEST FOR QUALIFICATIONS
CITY ATTORNEY
SERVICES

DUE: MARCH 16th, 2018

CITY ATTORNEY

REQUEST FOR QUALIFICATIONS (RFQ)

The City of Webster Groves (City) is seeking an individual attorney to provide City Attorney services on a contractual basis. 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.

INTRODUCTION:

The City of Webster Groves, Missouri, was incorporated in 1896. It serves an area of 6 square miles with a population of approximately 22,995. Webster Groves is a full-service City, providing its residents with police, fire, public works, parks and recreation, planning and building, and other administrative services. The City Attorney is appointed by the City Manager with the consent of the City Council.

QUALIFICATIONS:

Minimum qualifications include a Juris Doctorate from an accredited law school, a license to practice law in the State of Missouri, and to be a member in good standing of the Missouri Bar. The City Attorney shall have been licensed to practice law in the State of Missouri for at least five years and shall have been actively engaged in the practice of law during the last five years. THE CITY ATTORNEY SHALL BE A RESIDENT AND ELECTOR OF THE CITY OF WEBSTER GROVES. (Near-term relocation may be negotiated.)

SCOPE OF SERVICES/DESCRIPTION OF RESPONSIBILITIES:

The City Attorney will be required to provide general municipal counsel, basic legal services, and also serve as the City Prosecutor to the Municipal Court.

General municipal counsel of the City Attorney includes but is not limited to:

- Managing litigation
- Attending City Council meetings
- Advising City Council and various appointed committees
- Drafting and approving as to form all ordinances, contracts, deeds, resolutions and other documents to be signed in the name of the City
- Attending Municipal Court unless utilizing other provisions allowed by the City Charter
- All services customary in traditional services as chief legal counsel to a municipality

The City Charter may be viewed at www.webstergroves.org/DocumentCenter/Home/View/83. Articles 8 and 9 related to the Department of Law and Municipal Court should be reviewed.

REQUESTED INFORMATION:

If you are interested in the opportunity to work with the City, please provide the following information:

1. Name and contact information, name of law firm, 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.
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 and/or 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.

SUBMITTAL:

Please provide three (3) unbound copies of the proposal, including one original with the signature of the candidate 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 Webster Groves
Attention: Steven J. Wylie, City Manager
4 East Lockwood Avenue
Webster Groves, MO 63119

Questions about this RFQ should be directed to Steven J. Wylie at 314-963-5303 or wylies@webstergroves.org.

Submission Deadline: All proposals must be received no later than Friday, March 16th, 2018.