

REQUEST FOR QUALIFICATIONS

The City of Mission Woods is seeking legal services for the position of City Attorney. The position is part-time, appointed by the Mayor with consent of the Council. Mission Woods is a Mayor-Council form of government with a part-time City Clerk. The City Attorney serves at the will of the Governing Body, and the position is appointed in January of each year. The resignation of the current long-term City Attorney is scheduled for June 30, 2023; the selected professional would be appointed as of July 11, 2023.

The City Attorney must be a licensed, practicing attorney in good standing in the State of Kansas. The City Attorney may be associated with a firm, but one individual will be identified for this position and will be accountable for the scope of services described below.

TIMELINE

4/10/2023	RFQ released on City website
4/20/2023	Deadline for submitting clarifying questions concerning the RFQ
4/28/2023	Responses to clarifying questions submitted posted on www.missionwoods-ks.org
5/15/2023	Deadline for RFQ submission – 10 a.m.
Week of 5/22/2023	Interviews of semi finalists
6/6/2023	Approval of selected candidate/firm at City Council meeting.

SCOPE OF SERVICES – The general scope of services requested in the City Attorney function are:

- Provide legal advice to the Governing Body and designated staff of the City.
- Prepare and/or review agreements, contracts, ordinances, resolutions, deeds and other legal instruments as needed.
- Attend all regular Council meetings plus occasional special meetings or work sessions as needed. Council meetings are at 7:00 p.m. on the 1st Tuesday of each month.
- Attend Planning Commission, Architecture Review Board, and Board of Zoning Appeals meetings, expected to be a semi-regular occurrence.

SELECTION CRITERIA – Criteria for selection of the City Attorney will include the following:

- General qualifications of the candidate(s) for the position.
- Experience in municipal law.
- Timeliness, responsiveness and follow-through.
- Availability between meetings for occasional questions on matters of law.

- Hourly rates of staff anticipated as part of legal team.

REFERENCES

Please provide municipal references from cities where you have served as City Attorney.

FEES

The City is seeking a compensation plan that is based on a negotiated rate per hour. Overhead and ancillary charges should be incorporated into hourly rates.

PROPOSAL SUBMITTAL REQUIREMENTS – Please compile your submittal in the following sequence:

- 1) **Cover Letter:** Signed by an authorized representative of the firm committing to provide the legal services described above.
- 2) **Resumes:** Provide complete resumes of the person designated as the legal team, including the person identified to serve as City Attorney, associate counsel, special counsel and legal assistants.
- 3) **Qualifications:** Provide professional experience and qualifications of the legal team. Please provide the client name and contact information for any similar local agencies that members of the legal team and firm now represent as City Attorney.
- 4) **Compensation and Billing Practices:** Provide a description of the proposed compensation schedule (hourly rates per legal team member) and the firm's billing practices. Monthly invoices describing the services in detail, showing hours, and identifying the lawyer providing the services are required. The City will also consider alternatives to the standard hourly rate approach.
- 5) **Insurance:** Provide proof of professional liability insurance and workers compensation insurance.
- 6) **Added Value of Your Team:** Describe how your team's level of service and ability distinguishes from others and articulate how this translates to added value to the City, including enhanced governance.

Deadline for submission of qualifications is Monday, 5/15/2023 at 10:00 a.m.

Shelley Floyd
City Clerk
City of Mission Woods
4700 Rainbow Boulevard
Westwood, KS 66205

Please submit any questions via email by 4/20/2023 to sfloyd@westwoodkspd.org. Responses to all questions will be posted on the City's website www.missionwoods-ks.org by 4/28/2023 at 5:00 p.m. Thank you for your interest in the City of Mission Woods.