

## LEGAL NOTICE

### REQUEST FOR QUALIFICATION (RFQ)

Sealed qualifications and/or proposals, addressed to the City of Tahoka, Texas, will be received at the office of the City Manager, 1807 Main Street, Tahoka, Texas 79373 until **2:00 P.M. on Thursday the 27<sup>th</sup> day of January, 2022**, for the provision of legal services to provide land use and economic development services on a contract basis. The complete text of the RFQ is available to prospective proposers at City Hall during normal business hours.

The qualifications and/or proposals will be opened and publicly read aloud at 2:30 p.m. on Thursday, January 27, 2022. It is anticipated that a decision will be made at the regular council meeting on February 14, 2022 or a subsequent meeting of the City Council.

The City of Tahoka assumes no responsibility for any costs associated with the preparation of any qualifications and/or proposals. The City further reserves the right to reject any and all qualifications and/or proposals, to waive all technicalities and to accept the qualifications and/or proposals that are most advantageous to the City of Tahoka, in the opinion of City Council.

  
Julie Arrington,  
City Administrator

**City of Tahoka Request for Qualifications  
Legal Services**

The City of Tahoka, a Type A General Law Municipality and Type B Economic Development Corporation, is seeking a law firm or individual attorney to provide land use and economic development services on a contract basis. Law firms and attorneys are invited to submit qualifications for the provision of these services. In order to be considered, qualifications must address each of the concerns requested in this document.

Any questions regarding this RFQ should be directed to Julie Arrington, City Administrator at 806-561-4211 or via email at [jarrington@poka.com](mailto:jarrington@poka.com). All qualification/proposal packets must be received no later than 2:00 p.m., January 27, 2022, and must be sealed and addressed to:

Julie Arrington, City Administrator  
City of Tahoka  
P.O. Box 300  
1807 Main Street  
Tahoka, TX 79373

The Schedule will be as follow:

Release Date: Thursday, January 3, 2022

Qualifications Due: Thursday, January 27, 2022 by 2:00 pm

EDC Review: Tuesday, February 4, 2022, 5:30 pm

Council review: Monday, February 14, 6:00 pm

**Description:**

The City of Tahoka is requesting statements of qualifications for legal services. The vendor deemed to most closely meet the needs of the City of Tahoka will be appointed as the Economic Development and Land Use Attorney.

The successful vendor will have a demonstrated understanding of economic development, land use, building, and municipal law, and a superior track record of exemplary service to municipalities. The Economic Development (EDC) and Land Use Attorney will be required to provide economic development and land use counsel, basic legal services, and advice on special projects to the EDC Board and staff. Accessibility to and a timely response from the attorney is essential to the position. The attorney will be required to attend all city economic development meetings and workshops, as well as some city council meetings. The regular monthly EDC Board Meeting is the first Tuesday of each month at City Hall beginning at 5:30 p.m. This may be attended via electronic means. Experience with Type B Economic Development Corporation and a Type A General Law Municipality is greatly desired.

Current needs of the EDC are the review and update of the EDC Incentive plans, contracts, agreements, property matters, and reviewing agendas and materials for meetings. The EDC Board has contracted with Retail Strategies in developing a strategic plan for the revitalization of the downtown area. This would be the current special project. Staff will create as much as possible and the attorney will review.

Detailed, itemized billing will be provided on a monthly basis and paid upon approval of the board and/or council. In order to avoid misunderstandings, legal services are billable only upon phone or written request (including email) by the Mayor, EDC President, City Manager, EDC Director or City Secretary. A standing request for legal review of all contracts, agreements, ordinances or resolutions as they pertain to the community development department or EDC.

**Format:**

Statements of qualifications should include a transmittal letter, contact information, website address, year organized, overview of staff (including identification of a primary contact), listing of relevant work experience, list of clients that could cause a conflict of interest with your responsibilities, and references with contact information, especially previous or current municipal clients. Please include **six copies** with your submittal, as well as an electronic version on a USB drive.

**Award:**

Award of the contract will be based on demonstrated competence and understanding of legal issues that directly affect the City of Tahoka, now and in the future; as well as absence of conflicts of interest.