

REQUEST FOR QUALIFICATIONS CITY ATTORNEY

The City of Arkansas City is seeking legal services for the position of City Attorney. The position is part-time, appointed by the City Manager with contract approval by the City Commission. Arkansas City has a Commission-Manager form of government with a full-time City Manager.

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; the main contact will be identified for this position and will be accountable for the scope of services described below.

TIMELINE

December 13, 2019	RFQ released on City website
December 20, 2019	Deadline for submitting clarifying questions concerning the RFQ
December 23, 2019	Responses to all clarifying questions submitted will be posted on www.arkansascityks.gov
January 10, 2020	Deadline for RFQ submission – 12 p.m.
January 20-24, 2020	Interviews of finalists
February 4, 2020	Approval of selected candidate/firm at City Commission 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.
- Counsel the City on personnel matters such as employee personnel actions, unemployment hearings and other personnel matters.
- Perform legal duties and assignments as requested or authorized by the City Manager and/or a majority of the City Commission.
- Attend all regular City Commission meetings, plus occasional special meetings or work sessions as needed. Commission meetings generally are at 5:30 p.m. on the 1st and 3rd Tuesday of each month. Work sessions generally are set at 12 p.m. on the Friday prior to each City Commission meeting.
- Attend Planning Commission, Board of Zoning Appeals meetings, and other municipal board meetings as needed.

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 is preferred.
- 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 or have performed municipal law.

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) **Résumé(s):** Provide complete résumé(s) of the person(s) designated as the legal team, including the person(s) identified to serve as City Attorney, associate counsel, special counsel and legal assistant(s).
- 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/or 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 attorney providing the services, are required. The City also will 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 legal team's level of service and ability distinguishes it from others, and articulate how this translates to added value to the City, including enhanced governance.

Deadline for submission of qualifications is Friday, January 10, 2020, at 12 p.m.

Nickolaus Hernandez
City of Arkansas City
118 West Central Ave.
Arkansas City, KS
67005

Please submit any questions via email by Tuesday, December 20, 2019, to nhernandez@arkansascityks.gov. Responses to all questions will be posted on the City's website (www.arkansascityks.gov) by December 23 at 5 p.m. Thank you for your interest in the City of Arkansas City!