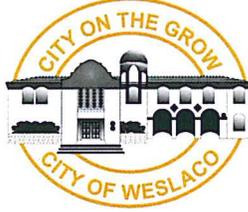


# City of Weslaco

*"The City on the Grow"*



## CITY OF WESLACO

David Suarez, Mayor  
Olga M. Noriega, Mayor Pro-Tem, District 3  
David R. Fox, Commissioner, District 1  
Greg Kerr, Commissioner, District 2  
Gerardo "Jerry" Tafolla, Commissioner, District 4  
Lupe V. Rivera, Commissioner, District 5  
Fidel L. Pena, III, Commissioner, District 6

Mike R. Perez, City Manager

### Request for Qualifications/Proposals

The City of Weslaco is requesting qualifications from qualified Agencies/Firms for the following:

#### **MUNICIPAL COURT PROSECUTING ATTORNEY SERVICES**

Responses should be submitted in a sealed envelope to Homer Rhodes, at the Weslaco City Hall Purchasing Office, 255 S. Kansas Ave., Weslaco, Texas 78596, until 3:00 PM on April 29, 2015 at which time they will be opened and read aloud. Please mark envelope, **"Municipal Court Prosecuting Attorney Services, SOQ No.: 2014-15-22"**

Potential Respondents are advised that all documents for the above SOQ's can be downloaded from the City of Weslaco web page address: [www.weslacotx.gov](http://www.weslacotx.gov), and may also be secured at the Weslaco City Hall - Purchasing Office at the above address, or by calling (956) 447-2240. **NO ELECTRONIC STATEMENT OF QUALIFICATIONS/PROPOSALS WILL BE ACCEPTED.**

The City of Weslaco reserves the right to accept or reject any or all SOQ and to waive any defects and informalities in such SOQ, to award contracts to the respondents which it considers have submitted the best and most advantageous SOQ, and to hold all SOQ's for a period of forty-five (45) days without taking action for the purpose of reviewing SOQ's and investigation of firms qualifications prior to award. SOQ's submitted past the aforementioned date and time will not be accepted.

City of Weslaco

A handwritten signature in blue ink that reads "Homer Rhodes". The signature is fluid and cursive.

Homer Rhodes

Purchasing Office

[hrhodes@weslacotx.gov](mailto:hrhodes@weslacotx.gov)

**VENDOR'S NOTICE OF INTENT TO SUBMIT QUALIFICATIONS/PROPOSALS**

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If you intend to submit a SOQ's for **MUNICIPAL COURT PROSECUTING ATTORNEY SERVICES** with the City of Weslaco as outlined in the specifications, please indicate your intention by signing, dating, and returning this form to the address below prior to **April 29, 2015**, so that you may receive any addendums to the specifications should the need arise.

**Homer Rhodes  
City of Weslaco  
Purchasing Office  
255 S. Kansas  
Weslaco, Texas 78596  
Phone :(956) 447-2240  
Fax: (956) 969-8452**

Name: _____ (print)	Signature: _____
Title: _____	Company/Agency: _____
Mailing Address: _____	City/State/Zip: _____
Phone: _____	Fax: _____

**SOQ No.: 2014-15-22**

**CITY OF WESLACO  
REQUEST FOR QUALIFICATIONS/PROPOSALS**

**MUNICIPAL COURT PROSECUTING ATTORNEY SERVICES**

The City of Weslaco is soliciting SOQ's from law firms to provide municipal court prosecutor services. Law firms are invited to submit qualifications and proposals for the provision of these services. In order to be considered, SOQ's must address each of the request for information included in this attached document. In addition, information regarding rates and fees must be submitted on the sheet included in this RFP.

Any questions regarding this SOQ should be addressed to Homer Rhodes, Purchasing Office, (956)447-2240. In order to be considered, SOQ's must be received by 3:00 pm on May 1, 2015 and must be sealed and addressed to:

Homer Rhodes  
Purchasing Office  
City of Weslaco  
255 S. Kansas Avenue  
Weslaco, Texas 78596

The conditions regarding employment of the City Prosecuting are set forth by the City Commission which reads as follows:

**City Prosecuting:**

The City Commission shall appoint a competent and duly licensed attorney practicing law in Hidalgo County, Texas, who shall be the City Prosecutor. He shall receive for his services such compensation as may be fixed by the City Commission and shall hold his office at the pleasure of the City Commission. The City Prosecutor, or such other attorneys selected by him/her with the approval of the City Commission shall represent the City in all prosecution services. He/She shall be attending all hearings to represent the City of Weslaco as the Prosecutor Attorney in the Municipal Court and preparation for such hearings.

It is the intent of the City Commission of the City of Weslaco to provide an employment commitment on a month to month basis at discretion of the City Commission. The City Commission reserves the right to terminate the employment relationship upon sixty (30) days written notice without cause. The employment relationship may be terminated for cause immediately. In the event that the relationship between the City and the successful firm is satisfactory to both parties, the employment commitment may continue for as long as both parties wish to extend.

## CITY OF WESLACO

### MUNICIPAL COURT PROSECUTING ATTORNEY SERVICES SPECIFICATIONS

The scope of services for which fees and rates are requested is divided into three categories: general representation, special projects, and litigation. These categories are more fully described for your clarification. The firm will be required to provide a detailed, itemized billing for each category (including general representation), on a monthly basis.

#### **1. General Representation**

- A. Attendance of all Pre-Trial hearings and trial settings, generally the 3rd and 4<sup>th</sup> Thursday of the month and any special hearings as may be called.
- B. Consultation with City staff via telephone/in person during normal business hours.
- C. Preparation and review of cases pending prosecution.
- D. Consultations with victims, witnesses, and defendants as necessary to effectively prosecute municipal court cases.

Over the past year, the hours billed for these services have averaged 35 hours per month. This category is to be included in the retainer.

#### **2. Cost and Expenses**

The Attorney shall be responsible for out-of-pocket expenses, including but not limited to, photocopies, faxed, travel expenses, long distance telephone calls, deposition cost, billable as services if done during normal working hour and other incidental expenses. The City of Weslaco will reimburse the attorney for reasonable expenses associated attending an annual municipal court seminar/training, budget permitting. The City's Auditor may audit all records of counsel which relate to this contract at the direction and for the convenience of the City of Weslaco.

#### **3. Statement of Qualifications**

Please attach responses to the following requests for information

1. Name of firm and year organized (include address and telephone number).
2. Attach a list of Principals in the firm, include a biographical sketch of each. Include education, years of legal experience, years of municipal legal experience, and any areas of specialty within the field of municipal law.
3. Provide the name of Principal in the firm who will have responsibility for City of Weslaco dealings with the firm.

4. Attach a list of attorneys who will provide service to City of Weslaco. Include a description of these attorneys' education, years of legal experience, years of municipal legal experience, and information on any areas of specialty within the field of municipal law.
5. Provide a list of current municipal clients, a contact person for each, and a telephone number for the contact person.
6. If your firm has represented a City during the last five years that it no longer serves as Attorney, please provide the following information.
  1. Name of City
  2. Name of contact person
  3. Reason that you no longer represent the City
7. Provide information regarding the number of City-related Civil District Court cases actually tried to verdict or judgment during the past five years. This data should be provided for the firm, and for each attorney in the firm that will provide a significant level of service to City of Weslaco.
8. Provide the information request in Number 7 above for the eminent domain cases in which the firm represented the City.
9. Provide the information request in Number 7 above for eminent domain cases in which the firm represented the condemning agency.
10. Please list any clients that you currently represent that could cause a conflict of interest with your responsibilities with the City of Weslaco. Describe how you would be willing to resolve these or any future conflicts of interest.
11. If your firm has filed any litigation in the past five years in which either the City of Weslaco or one of its employees was named as defendant, please describe the case(s).
12. If you have filed any litigation in the past five years in regards to civil service matters in which a municipality was a defendant, please describe the case(s).
13. Municipal court prosecution within the last five years is required.
14. Municipal court prosecution experience is preferred.

**4. Submission Procedures**

1. Sealed Statements of Qualifications will be received until 3:00 p.m. on April 29, 2015 at the Purchasing Office. SOQ's received after the deadline will be returned to the sender unopened. The City of Weslaco is not responsible for problems associated with postal or delivery service.

2. It is requested that three (3) copies be submitted.
3. The sealed SOQ should be addressed to:

Homer Rhodes  
Purchasing Office  
City of Weslaco  
255 South Kansas Avenue  
Weslaco, Texas 78596

The envelope should be clearly marked as follows: **“Municipal Court  
Prosecuting Attorney Services, SOQ No.: 2014-15-22”**

The City of Weslaco does not discriminate against any person because of race, color, religion, sex, handicap, familial status, or national origin in employment or provision of services.

**CITY OF WESLACO**

**Proposed Fees  
MUNICIPAL COURT PROSECUTING ATTORNEY SERVICES**

The following rates are proposed by the firm of \_\_\_\_\_ for  
Municipal Court Prosecuting Attorney Services for the City of Weslaco.

**1. General Representation**

Monthly Retainer \$ \_\_\_\_\_

**2. Special Projects**

Hourly Rate \$ \_\_\_\_\_

**3. Litigation**

Preparation Time-Hourly Rate \$ \_\_\_\_\_

Court Room Time-Hourly Rater \$ \_\_\_\_\_

I, \_\_\_\_\_ acting on behalf of the firm of \_\_\_\_\_  
Certify that I have reviewed and fully understand the City of Weslaco's Request for  
SOQ's for City Prosecutor Services. I further certify and swear that the information  
submitted in response to the SOQ's is true, correct and fully shows all information  
required to be reported.

A contractor providing professional service to the City of Weslaco shall provide proof of  
Professional Liability Insurance with the City as an additional insured. Such proof of  
insurance shall be provided prior to the execution of any agreement. The City of  
Weslaco will not provide worker's compensation insurance.

The SOQ must be signed by an authorized representative to become valid

Company: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone No.: \_\_\_\_\_ Fax No.: \_\_\_\_\_

Email: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

Title: \_\_\_\_\_