

REQUESTS FOR QUALIFICATIONS
ECONOMIC DEVELOPMENT CORPORATION
Attorney Services

Article I. Purpose

The Fort Stockton Economic Development Corporation (FSEDC) is seeking Request for Qualifications (RFQ) from Individual Attorneys to provide legal services to the FSEDC on a contract basis. To be considered, proposals must address each of the points requested in this document, including rates and fees.

The individual will review and draft contracts, agreements, deeds, easements, and advice on special projects to the EDC Director and EDC Boards. The Economic Development Corporation requests that one attorney be designated as the point of contact or lead attorney. Accessibility to and a timely response from the attorney is essential to the position.

Article II. Service Required

The individual selected is to have a license to practice law in the State of Texas and be a member of good standing of the State Bar of Texas. Experience with Texas municipalities and knowledge of Texas Municipal Law, Open Meetings Act, and land use and zoning regulations.

Essential legal services required include:

- a) Reviewing and drafting contracts, agreements, deeds, and easements;
- b) Providing advice regarding open meetings, public information, City Ordinances, State law, and real estate matters, including annexation, zoning, and condemnation;
- c) Reviewing EDC agendas and materials for meetings, anticipating and preparing legal advice on items to be addressed at the meetings;
- d) Providing legal opinions upon request;
- e) Preparing requests for any necessary Attorney General opinions.

The attorney must provide a detailed, itemized monthly billing invoice. Legal services are only billable upon phone or written requests or by directive from the EDC Director to prevent misunderstandings. That said, a standing request exists for the legal review of contracts and performance agreements submitted to FSEDC for consideration at regular meetings, along with anticipating and preparing legal advice on relevant issues. The EDC Director must approve all other requests before services begin. Counsel will generally need to familiarize themselves with the Economic Development Tax and the Texas Legislature.

Article III. Proposal Requirements

Please provide the following:

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- 1) Firm or individual name and contact information, including e-mail and website addresses and year organized.
- 2) Provide the name of the assigned Attorney and complete resume of the person who will be responsible for the FSEDC legal matters.
- 3) Provide a summary of the firm's experience in each of the following areas and your strategy for managing those areas in which your firm does not have experience and would need to outsource, such as:
 - a) Business contracts and agreements.
 - b) Real estate matters, including deeds and easements.
 - c) Open meetings and open records.
 - d) State law as it pertains to Economic Development.
 - e) Zoning and development processes.
- 4) Proposed hourly rates for each attorney assigned to the FSEDC or any alternative fee structure you propose (flat monthly fee).
- 5) List of references and contact information.
- 6) Any other items which the firm/individual deems necessary.

Article IV. Evaluation Process

The Request for Qualifications due date is Wednesday, April 2, 2025, at 4:00 p.m.

All qualification/proposal packets must mark "SEALED BID – RFQ 2025- EDC ATTORNEY SERVICES" and must be sealed and addressed to:

Maria EV Rodriguez, Interim EDC Director
Fort Stockton EDC
121 West Second Street
Fort Stockton, Texas 79735

Article V. Inquiries

If you have any informational questions about this request, please contact Maria EV Rodriguez, Interim EDC Director, at marodriguez@cityfs.net or 432-336-8525 ext. 111.