

**CITY OF MILLSAP, TEXAS
GENERAL LEGAL SERVICES
REQUEST FOR PROPOSALS AND
STATEMENTS OF QUALIFICATIONS**

The City of Millsap, Texas (the “City”) is issuing this Request for Proposals and Statements of Qualifications (the “RFP”) for outside legal services (“Legal Counsel”) to provide assistance with respect to land, ROW, and easement acquisition for the proposed City Of Millsap Wastewater Treatment Plant and Collection System Project funded through the American Rescue Plan Act (“ARPA”).

A. INTENT OF PROPOSAL

In issuing this RFP, the City seeks to identify for engagement interested qualified Legal Counsel to provide the following services: assist in obtaining land for the proposed Wastewater Treatment Plant and Collection System project, preparation of agreements, resolutions, ordinances, and legal documents securing land, ROW, and easement as necessary. The City reserves the right to accept or reject any or all proposals for any reason it finds to be in the best interests of the City.

The City seeks to afford the opportunity for qualified small business enterprise ("SBE"), minority business enterprise ("MBE") and women-owned business enterprise ("WBE") firms to propose to provide the services described herein.

B. SCOPE OF SERVICES:

The services to be provided by the Legal Counsel shall include the following duties, as necessary:

- Assist in preparing legal documents in connection with the property, ROW, and easement purchase/acquisition.
- Render objective legal opinions with respect to validity of any property, ROW, and easement purchase/acquisition by the City.
- Examine applicable law and provide analysis as to its relevance to the purchase/acquisition of any property, ROW, and easement.
- Prepare the Resolutions, Ordinances, and other documents necessary to authorize the purchase/acquisition of any property, ROW, and easement in accordance with local, federal, and state law.
- Ensure compliance with ARPA requirements

C. STATEMENT OF QUALIFICATIONS

The proposer shall provide a description of the history and background of the firm, identification of the services currently being provided to municipalities in Texas and other information relevant to the provision of General Legal services.

1. General information about the firm.
 - A. Name, address, and telephone number of the firm.
 - B. History of the firm.
 - C. List names and titles of officers of the firm who will be directly responsible for General Legal services.
 - D. Information pertaining to the firm's compliance with licensing and other requirements.
2. References.

List of two (2) references to those listed in #1 above.
3. Identify personnel to be assigned responsibility for administering the account (provide resume and location for the individual representatives that the firm will assign to the account).
4. List the municipal real estate experience of the individuals assigned to the account. Please include the names, addresses, and telephone numbers of contact persons.
5. Additional services - describe any other service or experience of the firm, which you deem beneficial in acting as Legal Counsel to the City.
6. Attach a copy of general legal counsel services contract proposed by your firm without fee information.

D. RECEIPT OF PROPOSALS

If your firm is interested in being considered as General Legal Services for the City, proposals must be received no later than 12:00 PM (Central Time) on **December 29, 2025**, at City of Millsap, 208 Fannin St., Millsap, Texas 76066. One (1) copy of the proposal must be sealed and clearly marked on the face of the shipping material "LEGAL SERVICES RFP".

E. SELECTION CRITERIA

The following criteria will be used as a basis for the selection of the Legal Counsel:

- **EXPERIENCE OF PERSONNEL** **35 POINTS**
To assess the background and experience of the personnel in working with Texas political subdivisions.
- **TEAM MEMBERS** **25 POINTS**
To identify the personnel the firm proposes to commit on a day-to-day basis and evaluate the specific qualifications of these individuals.
- **REFERENCES** **15 POINTS**
To demonstrate client satisfaction and the candidate's familiarity with municipal issues.

- **FINANCIAL CONDITION** **15 POINTS**
To demonstrate the firm's financial condition.

- **MUNICIPAL REAL ESTATE** **10 POINTS**
To provide a preference to firms with experience in municipal real estate.

- TOTAL** **100 POINTS**

F. ADDITIONAL INFORMATION

1. This contract is contingent upon release of funds from the County.

2. Any contract or contracts awarded under this Request for Proposals and Statements of Qualifications are expected to be funded in part by a loan and/or loan forgiveness funds received from the ARPA. Neither the State of Texas nor any of its departments, agencies, or employees are or will be a party to this Request for Proposals and Statements of Qualifications or any resulting contract.

3. This contract is subject to the Environmental Protection Agency's ("EPA") "fair share policy", which includes EPA approved "fair share goals" for MBE and WBE firms in the Construction, Supplies, Equipment, and Services procurement categories. EPA's policy requires that applicants and prime contractors make a good faith effort to award a fair share of contracts, subcontracts, and procurements to small, minority and women-owned business enterprise ("SMWBE") firms. Although EPA's policy does not mandate that the fair share goals be achieved, it does require applicants and prime contractors to demonstrate use of the six affirmative steps. The current fair share goals for the State of Texas are as follows:

	<u>MBE</u>	<u>WBE</u>
Construction	12.94%	8.72%
Supplies	9.68%	9.34%
Equipment	7.12%	5.39%
Services	10.84%	5.72%

4. Equal Opportunity in Employment - All qualified Applicants will receive consideration for employment without regard to race, color, religion, sex, age, handicap or national origin. Bidders on this work will be required to comply with the President's Executive Order No. 11246, as amended by Executive Order 11375, and as supplemented in Department of Labor regulations 41 CFR; Part 60.

5. SMWBE firms are encouraged to submit proposals.