



RFQ #25-17 - CITY ATTORNEY SERVICES

The City of Smithville, Missouri is requesting Statements of Qualifications from experienced firms to provide general City Attorney services for the City. Qualifications packets for this service will be received by the City of Smithville, Missouri, at City Hall at 107 West Main Street, Smithville, MO 64089, until 10 a.m. local time on October 3, 2025.

INSTRUCTIONS TO PROPOSERS:

1. Response to this RFQ should be addressed to Cynthia Wagner, City Administrator, 107 W. Main Street, Smithville, Missouri 64089 and be received before 10 a.m. local time on October 3, 2025.
2. All RFQs must be sealed and marked on the outer envelope by RFQ number and date of closing. Firms shall submit three (3) paper copies and one (1) PDF copy on a CD or USB of their Qualifications. The only information we will read at the closing will be the names of proposers who responded.
3. Any proposals received after the specified date and time will be rejected and returned unopened. Proposals may not be modified or withdrawn after the submittal deadline. However, a respondent may withdraw a proposal from the selection process at any time prior to the submittal deadline. The City reserves the right to extend the time for submittals.
4. Additional promotional materials/brochures may be included in addition to the proposal, but may not substitute for any of the content requirements of the proposal itself. This additional material need not be submitted in electronic format.
5. Communication (other than through the process described herein) with the City, the selection committee, or the general public relative to this RFQ prior to the announcement of a selection is strictly prohibited.
6. The City reserves the right to request a change in any proposed sub-consultants, if applicable.
7. The City reserves the right to waive any irregularities and/or reject any and all submittals. The City is under no obligation to award a contract to any firm or individual attorney submitting a proposal.
8. The City shall not be responsible for any costs incurred in the preparation, submittal, and presentation of proposals.
9. All materials submitted shall become the property of the City and shall be subject to the laws and regulations relating to the disclosure of public information. No guarantee of privacy or confidentiality is offered or implied.

10. Disabled persons wishing to participate in the RFQ closing and who require a reasonable accommodation may call the City at (816) 532-3897 or email at rwelch@smithvillemo.org. A forty-eight-hour notice is required.

11. Any questions regarding this RFQ should be directed to Cynthia Wagner, City Administrator, 107 W. Main Street, Smithville, Missouri 64089; 816-532-3897

THE CITY OF SMITHVILLE RESERVES THE RIGHT TO REJECT ANY OR ALL PROPOSALS.



Finance Director

Issued: September 12, 2025

RFQ #25-17 – CITY ATTORNEY SERVICES

PURPOSE OF RFQ & BACKGROUND INFORMATION

The City of Smithville is requesting Statements of Qualifications from experienced firms to provide general City Attorney services for the City and to act as the City's Attorney regarding all meetings of the Mayor and Board of Aldermen. The City is seeking firms with demonstrated experience in providing general City Attorney services regarding issues relating to legal issues involving the City and its employees, officials, contractors and other product and service providers.

Smithville is a fourth-class city in Clay and Platte Counties with a population of 10,406. The City has experienced increases in both residential and commercial development in the last several years. Smithville is known for its quality schools and Smithville Lake, a 7,700-acre Corps of Engineers recreational lake.

The City is operates as a Mayor/Board of Aldermen form of government comprised of the Mayor and six Aldermen. The Mayor is elected at large to serve a four-year term. Two aldermen are elected from each of three wards to serve staggered four-year terms. The Mayor presides over the meetings of the board and only votes in case of a tie.

The Mayor and Board of Aldermen appoint a City Administrator to oversee daily operations and city services. The City provides police protection, parks and recreation facilities and services, maintains city streets and stormwater systems, operates water and wastewater utilities and provides for zoning and code enforcement. Fire and Ambulance services are provided by separate public safety districts.

SCOPE OF SERVICES

Note: The final Scope of Services is subject to change following the selection process and negotiations with the selected firm or individual attorney. Therefore, the City reserves the right to make revisions.

1. Providing clear and concise legal advice and consultation (oral and written) as requested or required, to the Mayor, Board of Aldermen and staff on a variety of matters pertaining to all aspects of government.
2. Researching and interpreting laws, court decisions and other authorities in order to prepare legal opinions and to advise the Board of Aldermen and staff on legal matters pertaining to City matters.
3. Drafting, reviewing, and or/revising documents, including but not limited to memoranda concerning legal issues, contracts, ordinances, resolutions, license agreements, city policies, notices, leases, deeds, loans, permits and staff reports. Clear, concise, well-organized writing is a prerequisite.
4. Representing the City in litigation (civil, tort, liability, labor and employment, construction law/public works, general writ, etc.)
5. Representing the City in intergovernmental projects and other matters, as needed.
6. Coordinating the work of outside legal counsel, as directed by the Board of Aldermen or City Administrator.

7. Providing legal advice and assistance to operating departments with regard to employee disciplinary actions.
8. Preparing correspondence and other legal documents on behalf of the City as directed.
9. Performing other duties as directed by the City Administrator and/or Board of Aldermen.
10. Representing and advising the Board of Aldermen, city officers, boards and commissions in all matters of law pertaining to their offices.
11. The city attorney will attend regular Board of Aldermen meetings (open and closed sessions) as needed and advise the Board of Aldermen on matters on the agenda as well as procedural matters that may arise during and following the meeting. The Board of Aldermen meets at 7:00 p.m. on the first and third Tuesdays of each month. Special Board of Aldermen meetings are called as needed. Attendance at monthly Planning and Zoning meetings as needed.
12. Providing guidance and legal advice on the Missouri Sunshine Law, parliamentary procedure, and familiarity with municipal risk pools (employee benefits, property/casualty, workers compensation) and contract negotiations.

PROPOSAL INSTRUCTIONS

The following are the contents that all proposals must include. The following categories and criteria will be major considerations in the evaluation and determination of the most qualified and capable individual/firm. ***Note: The sequence of the listing is not intended to reflect relative weight of each category:***

1. ***Interest and Relevant Experience:*** A statement of interest for the scope of services (not to exceed two pages) including a narrative describing the respondent's capabilities, relevant experience and interest in the scope of work.
2. ***Availability:*** A statement on the availability and commitment of the respondent to undertake the scope of services.
3. ***Background and Training:*** Proposal shall include resumes for personnel who may perform services, including lead contact who will act as the city attorney. Resumes should list all relevant educational background, training, and experience.
4. ***References:*** The name, address and telephone number of at least three client references (preferably municipal clients) who can attest to the respondent's ability to perform the services. Proposal shall include a description of the relationship between each reference and the respondent.
5. ***Disclosure:*** Proposal will disclose any professional or personal financial interest which could be a possible conflict of interest in contracting with the City.
6. ***Fee:*** In a separate, sealed envelope, the hourly rate(s) of each member or employee anticipated to provide services in accordance with the RFQ. Any fee escalators for subsequent years should be detailed.

Note: The City reserves the right to negotiate a final fee and scope of services as part of negotiations following the selection process. The City seeks a fee arrangement that ensures predictability of costs and reduces the administrative burden on city staff to meticulously track legal services and hours throughout the month in order to control costs.

PROPOSED PROCESS AND TIMELINE

(Subject to change)

The following selection process will be used to determine the recommendation the Board of Aldermen:

September 12, 2025	RFP issued and posted on the City of Smithville website.
October 3, 2025	Statements of Qualifications due.
Week of October 6, 2025	A selection committee comprised of city officials will evaluate the proposals and select and notify firms to schedule interviews.
Week of October 13, 2025	Interviews.
Week of October 20, 2025	Preferred firm or individual attorney notified of selection for negotiations.
November 4, 2025	Board of Aldermen Meeting: Action on recommended agreement.
November 5, 2025	Notice to Proceed

By submitting a proposal in response to this RFQ, the respondent expresses its intent to comply with the established timeline. In addition, the respondent accepts the evaluation process and methodology, as well as acknowledges and accepts that the determination of "the most qualified and capable" firm(s) or attorney(s) will require subjective judgments by the selection committee and the City.