

**City of West Plains, Missouri**  
**Request for Proposals for City Attorney Services**

**Introduction**

The City of West Plains, Missouri, herein referred to as "the city," is soliciting proposals from qualified law firms or individuals to serve as the City Attorney and perform services consistent with those of municipal attorneys in Missouri. The chosen firm's designee or individual will provide legal counsel, representation, and advice in accordance with the provisions outlined in the city's Charter, specifically Section 3.10, and as indicated below.

**Section 3.10 of West Plains City Charter**

**Sec. 3.10. - City Attorney(s).**

There shall be a City Attorney(s) appointed by a majority of the entire Council. The City Attorney(s) shall serve as the chief legal advisor to the Mayor, the Council, administrative staff and all the city departments, offices and agencies, shall represent the city in all legal proceedings and shall perform any other duties prescribed by law, by [the] Charter, by ordinance or as may be required of the City Attorney(s) by the Mayor, Council or City Administrator. The person(s) appointed shall serve at the pleasure of the Council in accordance with a contract or ordinance approved by the Council. The City Attorney(s) may be removed by a four-fifths vote of the entire Council.

- a. *Accountability.* In all respects except in his or her capacity as legal advisor to the Mayor and Council, the City Attorney(s) shall report to and be accountable to the City Administrator, and the City Administrator shall render an annual review of the City Attorney(s) to the Mayor and Council.
- b. *Attend City Council meetings.* The City Attorney(s) shall attend Council meetings as required by ordinance and shall receive notice of all special meetings.
- c. *Qualifications.* The City Attorney(s) shall be a licensed member(s) of the Missouri Bar and shall be qualified to practice law in the State of Missouri.
- d. *Compensation.* The Council shall provide for the compensation of the City Attorney(s). The City Attorney(s) shall be subject to the administrative policies and procedures of the City.

***Regarding Attendance at Meetings***

The City Attorney has the option to attend City Council and other meetings either by teleconferencing or in-person. Regular Council meetings are held once per month. Non-regular meetings including a work session, closed session, or special meeting may be called as needed. Attendance by the City Attorney at non-regular meetings may or may not be required as agreed upon between the City Attorney and the City Administrator prior to such meetings.

**Scope of Services**

The selected City Attorney will be responsible for, but not limited to:

1. Providing timely and reliable legal advice, counsel, and representation to the Mayor, City Council, city departments, boards, commissions, and other city officials.
2. Drafting and reviewing ordinances, resolutions, contracts, and other legal documents as required by the city.
3. Representing the city's interests in litigation, administrative proceedings, and other legal matters.
4. Conducting legal research, staying updated on pertinent laws and regulations affecting municipal governance, and providing guidance accordingly.

5. Handling a wide range of legal issues relevant to municipal governance, such as land use, contracts, labor and employment, public finance, etc.
6. Offering guidance on legal compliance matters concerning city operations and policies.
7. Demonstrating strong communication and interpersonal skills to effectively interact with city officials, staff, and the public.

### **Proposal Submission Requirements**

Interested parties must submit proposals containing the following information:

1. Firm designee's or individual's background, including demonstrated qualifications and relevant experience outlined above.
2. Description of previous work experience in Missouri municipal law, noting key accomplishments or activities undertaken.
3. References or a list of other municipalities currently represented by the firm designee or individual.
4. Proposed fee structure and billing rates for services rendered.
5. Evidence of professional liability insurance (with the city named as Additional Insured if selected) and workers compensation insurance coverage, if applicable.

### **Evaluation Criteria**

Proposals will be evaluated based on the following criteria:

1. Experience and expertise in Missouri municipal law for Constitutional Charter cities.
2. Demonstrated understanding of current municipal legal needs and challenges.
3. References or a list of other municipalities currently represented by the firm, firm designee, or individual.
4. Fee structure and cost-effectiveness of services.

### **Submission Deadline**

All proposals must be received no later than January 31, 2024, via email (preferred) to Sam Anselm, city administrator, at [sam.anselm@westplains.gov](mailto:sam.anselm@westplains.gov) or by mail, sent to 1910 Holiday Lane, West Plains, MO 65775.

Teleconference or in-person candidate interviews (if needed) including city staff and members of the City Council may be scheduled for the month of February.

The goal is to have the City Attorney appointed before March 31, 2024, when the current City Attorney is scheduled to retire.

### **Contact Information**

For inquiries and submission of proposals, please contact City Administrator Sam Anselm, [sam.anselm@westplains.gov](mailto:sam.anselm@westplains.gov) or 417-257-0394.

The city reserves the right to reject any or all proposals received and to negotiate separately with any qualified source or to cancel this solicitation in part or in its entirety.