

## **Invitation to Submit Request for Qualification (RFQ)**

**For**

### **Contract City Attorney**

The City of Montgomery is seeking Requests for Qualifications (RFQ) for a Contract City Attorney to be appointed by the City Council. The City of Montgomery (population 1,500) is a General Law Type A Municipality. RFQ's shall be submitted and must be clearly marked "RFQ – Contract City Attorney" and may be mailed to City of Montgomery, City Secretary, PO Box 708, Montgomery, TX 77356 or hand-delivered to 101 Old Plantersville Road, Montgomery, TX 77316 by Monday, February 3, 2020, at 4:00 p.m. The City of Montgomery reserves the right to reject any and all RFQ's.

The City Attorney is responsible for providing legal advice and services as needed by the City; familiar in legal fields relating to municipal government matters i.e. land use, development law (especially PID's and 380 agreements), state & federal employment law, finance law; represents the City in litigation, disputes and controversies brought by or against the City; prepares and/or reviews legal documents i.e. ordinances, resolutions, contracts, deeds, lease, etc.; works with outside legal counsel on assigned matters; represents/assists the Mayor and/or City Administrator in legal matters including development negotiations as needed; and attends City Council meetings and other public meeting as assigned. The complete Request for Qualifications Pack is posted on the City of Montgomery's web site at [www.montgomerytexas.gov](http://www.montgomerytexas.gov) under Legal Notices.

Candidates for City Attorney must be a graduate of an ABA-accredited law school, member in good standing and licensed to practice law by the State Bar of Texas. The Montgomery City Council will review submitted proposals. All inquiries should be directed to Susan Hensley, City Secretary or via e-mail [shensley@ci.montgomery.tx.us](mailto:shensley@ci.montgomery.tx.us).

POSTED this the 15th day of January 2020 at (1) Montgomery City Hall, 101 Old Plantersville Rd, Montgomery, TX 77316; (2) City's webpage at [www.montgomerytexas.gov](http://www.montgomerytexas.gov); (3) published in the Conroe Courier; and (4) published on the Texas Municipal League website at [www.tml.org](http://www.tml.org).

/s/Susan Hensley, City Secretary

#### **Publication Dates**

January 15, 2020

January 22, 2020