

MENARD COUNTY

UNDERGROUND WATER DISTRICT

Office: (325) 396-3670 E-Mail: manager@menardcountyuwd.org

Request for Qualifications for General Counsel and Related Legal Services

The Menard County Underground Water District requests statements of interest and qualifications from qualified firms to provide general counsel and related legal support services. The selected firm shall employ members that are licensed to practice law with the State Bar of Texas.

Process and Timeframe (subject to change without notice):

Release of RFQ	Wednesday July 10, 2024
Statement of Interest and Qualifications Due	Wednesday September 4, 2024
Respondent Interviews by District	To Be Determined
Notice of Selection	By Wednesday November 13, 2024

Scope of Legal Services

- General Counsel
- Rulemaking: including amending existing rules and creating new rules
- Operational Procedures: including compliance with Texas Open Meetings Act, Public Information Act requests, contracting, elections, taxation
- Permitting: including administrative and judicial hearings, mediation
- Legislative: including legal analysis, practical response to policy

Statement of Interest and Qualifications

1. Overview of Firm:
 - a. Identification of firm and list of principals
 - b. Identification of person being proposed as general counsel including contact information
2. Qualifications:
 - a. Brief history of firm in regard to groundwater in Texas
 - b. Experience for similar types of engagements
 - c. Resume of curriculum vitae of person proposed to provide general counsel
 - d. Statement certifying the proposing firm is not aware of any existing conflicts of interest with the District Board of Directors.
3. Rate/Fee Schedule:
 - a. Description of method of determining charges for work performed and include hourly rates associated with different staff levels
 - b. Description of other necessary costs and expenses including but not limited to:
 - i. Hourly rate for telephone consultation
 - ii. Hourly rate for travel time
 - iii. Hourly rate for litigation and administrative proceedings
 - c. Description of how fees are calculated (i.e., quarter hour increments, fixed fee, etc.)
4. References:
 - a. A minimum of three references shall be provided and may include current or former clients being able to fully comment on the proposing firms related experience.
5. Verification Required by Texas Government Code:
 - a. The proposing firm selected by the District must provide certification under Texas Government Code that the firm does not boycott energy companies nor boycott Israel.

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Submittal

Questions regarding this RFQ shall be directed to Meredith Allen, General Manager, at manager@menardcountyuwd.org or 325-396-3670.

Interested parties are asked to submit their RFQs responses to the District by **4:00 on Wednesday September 4, 2024**. Submittal of RFQs responses may be hand delivered to the following address:

Menard County Underground Water District
206 E. San Saba
County Courthouse, Second Floor
Menard, TX 76859

or mailed via US Postal Service to the attention of Meredith Allen at the following address:

Menard County Underground Water District
Attn: Meredith Allen, General Manager
PO Box 1215
Menard, TX 76859

If mailed, RFQ responses must be received by **4:00 on Wednesday September 4, 2024**.

Submittals may also be made via email to: manager@menardcountyuwd.org

Any RFQs responses received after the time set for the due date will be declared late and not eligible for opening and consideration. The District is not responsible for mail, courier or other delivery methods, in-transit time, or non-delivery.