

REQUEST FOR QUALIFICATIONS FOR LEGAL SERVICES

The City of Rolla, Missouri is seeking proposals for the position of City Counselor. Qualified candidates must be an attorney or firm licensed to practice law in the State of Missouri and in good standing with the Missouri Bar Association. The position, established by contract, is anticipated to run through December, 2024, at a minimum. Duties include:

Basic Services:

- 1) Attend Council Meetings (1st & 3rd Mondays) and special meetings as required;
- 2) Preparation and/or review of all ordinances, resolutions and contracts of the City; providing legal advice to the Mayor, Council and Administrative Staff (3 hours per week).

Additional Legal Services:

- 1) Representing and defending the City in relevant Courts of Record;
- 2) Legal service beyond 3 hours per week.

Sealed proposals should include a statement of qualifications, a summary of municipal law experience, and a monthly retainer for “Basic Services” and an hourly rate for “Additional Legal Services.” Proposals should be submitted to the Rolla City Clerk’s Office by **11 a.m., Wednesday, October 20, 2021** at City Hall, 901 N. Elm St., P.O. Box 979, Rolla, MO 65402-0979. Upon award, a final contract will be submitted to the City Council for approval. The City reserves the right to reject any and/or all proposals.