



## Montgomery County Emergency Services District No. 10

### Magnolia Fire Department

18215 Buddy Riley Blvd ♦ Magnolia, Texas 77354

Office (281) 356-3288 ♦ Facsimile (281) 356-1572

[www.magnoliaesd.org](http://www.magnoliaesd.org) ♦ [www.magnoliafire.org](http://www.magnoliafire.org) ♦ [mfd@magnoliafire.org](mailto:mfd@magnoliafire.org) ♦ [info@magnoliaesd.org](mailto:info@magnoliaesd.org)



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### REQUEST FOR QUALIFICATIONS FOR PROFESSIONAL LEGAL SERVICES

#### GENERAL INFORMATION

The Montgomery County Emergency Services District #10 ("District") operates under Chapter 775, "Emergency Services Districts" of V.T.C.A., Health & Safety Code. The District was converted from a Rural Fire Prevention District on January 1, 1996, after voter approval on October 14, 1995. The District provides Emergency Services to an estimated 80,000 citizens within approximately 175 square miles, an area almost 4 times larger than The Woodlands, and 2/3 the size of Austin or Fort Worth, Texas. The District covers an area between Tomball, The Woodlands, Montgomery and Waller, Texas. Emergency Services Districts (ESDs) are political subdivisions of the State of Texas. They may support or provide local emergency services, including emergency medical services, emergency ambulance services, rural fire prevention and control services, and other emergency services authorized by the Texas Legislature. ESDs may impose a sales and use tax and/or property tax to support or provide these services. In addition to other powers, an ESD may also own real or personal property, enter into contracts, employ officers, agents, and employees, accept donations, adopt and enforce a fire code, and provide a fire marshal. The District utilizes the property and sales taxes it collects to provide funding to equip and operate the Magnolia Fire Department (MFD). The MFD currently operates nine Fire Stations and has more than forty Emergency Response Vehicles (Fire Engines, Ladder Trucks, Water Tanker Trucks, Medical Response vehicles, etc.) in service to respond to the community's needs.

#### A. INTENT OF PROPOSAL

The District is accepting a Statement of Qualifications to contract for professional legal services. The District is seeking individual attorneys and/or law firms with extensive experience representing ESDs, municipalities and/or government agencies in the areas of administrative law, regulatory law, litigation, employment and labor law, and document preparation and review.

#### B. SCOPE OF SERVICES

The services to be provided by the contracted counsel shall include the following duties:

- Provide legal advice and counsel to the District and to the Board of Commissioners of the District.
- Advise Human Resources of policies and or procedures which directly impact the District.
- Represent the District directly or in conjunction in litigation and/or other legal matters.
- Review and draft various personnel policies for legal correctness and acceptability.
- Advise on individual labor and employment actions.
- Drafting and review for legal correctness and acceptability; legal documents, severance agreements, releases, personnel policies, as requested.
- Attend Board of Commissioner meetings as necessary.

### C. STATEMENT OF QUALIFICATIONS

The Proposal, in its qualifications, should at a minimum include the following:

1. Description of Legal Experience. The Proposer should describe their experience related to the areas outlined in the scope of services above.
2. Organization, Size, Structure, and Areas of Practice. If the Proposer is a firm, it should describe its organization, size, structure, areas of practice and office locations. Indicate, if appropriate, if the firm is a small or minority owned business.
3. Attorney Qualifications. The Proposer should have a minimum of 5 years' experience in the following areas: local and county government, labor and employment and general business operations with overall experience of at least 10 years.

The Proposal should describe the qualifications of attorneys to be assigned to the representations.

Description should include:

- a. Professional and educational background of each attorney.
- b. Overall supervision to be exercised for member of legal team.
- c. Prior experience of the individual attorneys with respect to the required experience listed above. Only include resumes of attorneys likely to be assigned to the representation.
- d. Sample of Fee. All proposals must be accompanied with a copy of the Company's billing guidelines, practices, and systems. The Proposer's proposed fee should include information on the hourly billing rates of each attorney or other legal staff who are expected to work on this representation and charges for expenses, if any, such as legal research, long-distance telephone calls, copies, delivery fees and faxes.
- e. References. The Proposer must provide at least three client references with comparable scope of services. Each reference should include the business name, address, phone number and the name of the person who the District may contact regarding the firm's work for that client.

### D. RFQ CONTACT AND INSTRUCTIONS FOR PROPOSAL SUBMISSION

Mr. Larry Smith, Commissioner

Phone#: 713-8598816

Email: [lsmith@magnoliaesd.org](mailto:lsmith@magnoliaesd.org)

1. Closing Submission Date.

Proposals must be submitted no later than 5:00pm CST on March 23, 2022.

2. Proposals shall be delivered or mailed to:

Montgomery County Emergency Services District #10

Attention: Mr. Larry Smith, Commissioner

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Magnolia, TX 77354