



UPDATED 1/22/2026 – See below Section VI.

CITY OF JOSEPHINE, TEXAS REQUEST FOR QUALIFICATIONS CITY ATTORNEY SERVICES

Issued By: City of Josephine, Texas, 201 Main Street, Josephine, 75173, 972-694-7281, lpalomba@cityofjosephinetx.com

Qualifications Submitted To: City of Josephine, Attn: RFQ City Attorney Services, 201 Main Street, Josephine, TX 75173

Josephine is a small but rapidly growing community located in southeastern Collin County and southwestern Hunt County. The city has a population of approximately 4,000 but serves an estimated 14,000 residents due to significant Municipal Utility District (MUD) development just outside the city limits.

Questions regarding this RFQ may be emailed to Lisa Palomba, City Administrator at lpalomba@cityofjosephinetx.com no later than Friday, January 9, 2026, by 4:30 p.m. The City will compile all questions received and post written responses on the City's website by Friday, January 16, 2026. **Final submissions are due: Monday, January 26, 2026, by 4:30 p.m.**

I. Purpose

The City of Josephine, Texas, a Type A General Law Municipality, is soliciting Statements of Qualifications from experienced and qualified legal firms or individual attorneys to provide City Attorney services on a contractual basis. The selected attorney or firm will provide general municipal legal counsel, support on special projects, and legal advice to the City Council, Mayor, City Administrator, and City staff.

The City requires that one attorney be designated as the lead attorney and primary point of contact.

II. Required Qualifications and Services

Minimum Qualifications The selected firm or individual must:

- Hold a Juris Doctorate from an ABA-accredited law school
- Be licensed to practice law in the State of Texas.
- Be a member in good standing with the State Bar of Texas.
- Have a minimum of ten (10) years of experience representing Texas municipalities.

- Demonstrate expertise in municipal law, municipal finance, personnel and employment law, land use, zoning, and development regulations.

Scope of Legal Services The City Attorney will be expected to:

- a. Provide timely, proactive legal opinions to the City Council and staff.
- b. Draft and review ordinances, resolutions, contracts, agreements, deeds, and easements.
- c. Assist with contract negotiation, administration, and dispute resolution.
- d. Advise on elections, open meetings, public information, annexation, zoning, condemnation, and general municipal law.
- e. Provide counsel on personnel policies, procedures, and compliance with state and federal employment laws.
- f. Review City Council agendas and materials and provide legal guidance as needed.
- g. Attend regular City Council meetings (second Monday of each month) and occasional special meetings.
- h. Attend board and commission meetings on an as-needed basis.
- i. Monitor and advise on new or proposed state and federal legislation affecting the City.
- j. Demonstrate knowledge of the Texas Public Information Act and Texas Open Meetings Act.
- k. Demonstrate knowledge of the creation and operation of special districts, including MUDs, PIDs, TIRZs, and MMDs.
- l. Provide counsel to City Council, staff, and boards or commissions.
- m. Assist City officials in maintaining ethical standards and avoiding conflicts of interest.

III. Proposal Submission Requirements

Each proposal must include the following:

1. Introductory Letter

- Overview of the firm and services offered.
- Demonstrate understanding of the scope of services requested.
- Signed by an individual authorized to enter into an agreement with the City.

2. Firm Information including:

- Firm name, ownership, address, and contact information.
- All office locations and identification of the office where work will be performed.
- Number of years operating under the current firm name; list former names if applicable.

2. Principals and Key Personnel

- List of firm principals with biographical summaries, education, years of experience, and municipal law specialties.

3. Lead Attorney

- Résumé of the attorney who will serve as primary legal counsel.

4. Supporting Attorneys

- List of additional attorneys who may provide services, including education, experience, and areas of specialty.

5. Municipal Clients

- List of current municipal clients with contact information.
- Identify five clients most comparable to the City of Josephine

6. Experience Summary

Provide a concise summary of the firm's experience in the following areas and describe how any gaps would be addressed or outsourced:

- Development contracts and agreements
- Procurement and bidding
- Ordinances and resolutions
- Real estate matters (eminent domain, platting, deeds, easements)
- Subdivision regulations, zoning, and development
- Annexation and ETJ issues
- Election law
- Open meetings and open records
- State law affecting municipalities
- Personnel matters

- Economic development incentives (including Chapter 380)
- Economic development corporations and Municipal Development Districts
- MUDs, PIDs, TIRZs, MMDs, and similar development financing mechanisms
- TCEQ matters

IV. Evaluation Criteria

Proposals will be evaluated based on the following:

1. Qualifications and experience
2. Strength and availability of the Lead Attorney and supporting team
3. Quality, clarity, and completeness of the proposal
4. Understanding of municipal operations and relevant Texas statutes
5. Professional reputation, references, and demonstrated reliability

V. Submission Format

One original hard-copy proposal must be submitted by mail or in person and must include one electronic copy on a USB flash drive.

VI. RFQ Timeline

RFQ Posting Date: December 22, 2025 on City website

Greenville Herald Banner & Farmersville Times Posting: Weeks of December 22, 2025 and December 29, 2025

Questions to City Due: January 9, 2026, by 4:30 p.m. (email questions to: Lisa Palomba lpalomba@cityofjosephinetx.com)

City Responses to Questions Posted: January 16, 2026

Final Submittal of Qualifications Due: January 26, 2026, by 4:30 p.m.

Shortlist Determined: February 9, 2026

Interviews: Scheduled after February 9 (dates TBD)

Final Selection Expected: March 9, 2026

No questions were received.

Updated January 22, 2026

Due to expected weather conditions, electronic copies of RFQs will be accepted and considered timely. Please send to lpalomba@cityofjosephinetx.com

Please deliver a hard copy when weather conditions improve.