

**CITY OF SPARTA  
CITY ATTORNEY AND/ OR PROSECUTING ATTORNEY REQUEST  
FOR QUALIFICATIONS AND PROPOSAL**

The City of Sparta is seeking qualifications and proposals from individuals or firms to serve in the position of City Attorney and/or Prosecuting Attorney. The City Attorney serves as legal advisor to the Mayor, Board of Aldermen, and City Clerk. The Prosecuting Attorney will attend Court in Division II of the Christian County Courthouse on their designated municipal law day.

**GENERAL INTRODUCTION:**

The City has a population of approximately 1,800 and is a statutory Fourth-Class City. The Mayor and four Aldermen govern the City. The City of Sparta has a Mayor elected at large and four (4) Aldermen, who are elected by ward. The Board of Aldermen meet in Regular Session monthly at 6:00 p.m. on the (2nd) Tuesday of the month.

**SCOPE OF SERVICES:**

Qualifications for the position of City Attorney/Prosecuting require he/she be a licensed and a practicing attorney at law in the State of Missouri.

In addition to the qualifications identified above, it is deemed critical that the City Attorney and or Prosecuting Attorney possess the following experience, background and style:

- Possess a thorough understanding of all Missouri State Statutes pertaining to local government.
- Have the ability to quickly familiarize themselves with the provisions of the City Municipal Code of Ordinances.
- Possess strong research skills and the ability to present oral and written opinions in a clear and concise manner.
- Be able to work in a fast-paced environment where there are frequent deadlines and time constraints.
- Be consistent in their interpretation of applicable legal regulations as they affect important decisions that the City must make.
- Draft resolutions, ordinances, contracts and other legal documents to which the City might be a part to.
- Represent the City's interest in legal proceedings.
- Attend governing body meetings and meeting of other boards as requested.

## **REQUIRED INFORMATION:**

Proposals should be written in the following format, using the headings presented below for the organization of responses. Respondents must address all questions asked and provide sufficient detail to enable a thorough evaluation of their proposals.

- Education
- Work Experience
- Names and contact persons of a least two cities and/or businesses wherein similar services have been completed.
- Rate Proposal - Identify all fixed fees and/or variable rates (including the list of services that would trigger any variable rates) for this scope of professional services.
- Contract- It is recognized that the formal basis for any agreement between vendor and user is a contract rather than a proposal. In submitting proposals, vendors must indicate that they are prepared to complete a contract containing all the information submitted in their proposals. The bid document shall become an integral part of the contract between the City of Sparta, Missouri and the successful bidder.
- Resumè

## **SELECTION CRITERIA**

The City will be evaluating the proposals based upon, but not limited to, the following selection criteria:

- The firm's professional and ethical reputation, past record of performance and history with similar clients.
- The firm's demonstrated qualifications, experience and expertise in performing the services required.
- The firm's proximity and familiarity with the City of Sparta.
- Firm's familiarity with insurance issues, laws and regulations similar to those

## **DELIVERY OF PROPOSAL**

If you wish to submit a proposal, please return two (2) complete sets of your proposal by **MONDAY, DECEMBER 27, 2021 at 10:00 A.M.** The proposals should be addressed as follows:

City of Sparta  
Attn: Beckie Vessar, City Clerk  
**City Attorney RFP**  
200 North Ave  
PO Box 246  
Sparta MO 65753

If you have any questions, please contact Beckie Vessar, City Clerk, at the above address, or by email at [cityclerk@spartamo.com](mailto:cityclerk@spartamo.com).

## **WAIVER:**

The City of Sparta, Missouri reserves the right to reject any or all proposals received. The City reserves the right to waive any variances from original proposal specifications in cases where the variances are considered to be in the best interest of the City.

## **SUBMISSION DEADLINE:**

**ALL PROPOSALS MUST BE RECEIVED NO LATER THAN MONDAY, DECEMBER 27, 2021 BY 10:00 a.m. CITY ATTORNEY AND PROSECUTING ATTORNEY CAN BE A COMBINED BID OR BID SEPARATELY FOR POSITION OF INTEREST**