



City of Marlin
Request for Proposals for Law Counselor or
Firm to Collect Delinquent Taxes and Provide
Legal Services

City of Marlin, Texas is seeking proposals for the purpose of hiring legal counsel or a firm to collect delinquent property taxes, to represent the City in the collection of delinquent property taxes, and to provide legal advice to the City in matters regarding property tax collections.

SCOPE OF CONTRACT

Tax attorneys will be responsible, at the minimum, for the following duties and services:

1. Prepare and deliver notices to delinquent taxpayers as may be required by law or as may be advisable for the purpose of expediting collections.
2. Prepare and deliver a notice of delinquency to each delinquent property owner in February of each year.
3. Bring lawsuits and pursue legal action against delinquent taxpayers to facilitate collections of delinquent taxes.
4. Advise the Tax Assessor-Collector and the taxing units for which it collects in matters of property tax law.

EVALUATION OF PROPOSALS

The City Council will make its selection based upon evaluation of the information provided as described below under Content of Proposal. The City Council reserves the right to obtain information from other current clients about past performance of attorneys.

The City Council reserves the right to accept or reject any and all proposals. All proposals will remain confidential until an award is made by the City Council. The

RFQ places no obligation on the part of the City to reimburse responding firms for any expenses incurred in preparing proposals in response to this request.

SUBMISSION OF PROPOSALS

Proposals are to be received in the Office of the City Secretary office no later than 4:30 PM on Friday, January 04, 2021. Proposals are to be sealed and clearly marked “PROPOSALS FOR LEGAL SERVICES OF DELINQUENT TAXES”.

The Office of the City Secretary P.O. Box 980, 101 Fortune Street., Marlin, Texas 76661.

CONTENT OF PROPOSAL

The following items, at a minimum, are to be included as part of the proposal:

- A. Executive Summary of the proposal
- B. Description of Firm
 - 1. Provide the name and address of the home office of the firm.
 - 2. Provide the name and address of the local or branch office responsible for providing the services requested.
 - 3. Provide a brief history of the firm.
 - 4. Identify the primary source of revenue of the firm.
 - 5. Identify the firm’s principals and include resumes for each.
 - 6. List personnel to be assigned to this project, brief job descriptions, qualifications, and experience of each.
 - 7. Identify any joint venture firms or subcontractors which will be involved in the project. Briefly describe their qualifications and experience and explain their involvement in the project.
- C. Relevant Experience of the Firm
 - 1. Provide a detailed description of the firm’s experience in delinquent tax collections. Include a list of clients currently under contract for property tax services, including the name of governmental entity or client, contact, reference, address and phone number, type of services provided for each, and any other factors deemed relevant.

D. Capabilities of Firm

1. Describe the firm's present workload and include a statement outlining how the workload will affect the firm's ability to perform the services and functions required under contract.
2. Provide a statement as to the firm's ability to begin full and complete operations on this project. Respondents to this RFQ who have no experience within the last year providing the requested services must provide written detailed assurances that they have the expertise, experience, technical ability, and financial ability to specifically perform all the services required in the RFQ.
3. Describe the firm's computer hardware and software used in performing the requested services. Describe how it will interact with the City's or County's computer system.
4. Describe the firm's data processing and technical support department staff and operations.

E. Approach to Providing Services

1. Describe the firm's philosophical approach to collection of delinquent taxes.
2. Explain in detail how the firm would collect the City's delinquent property taxes.
3. Describe the firm's reporting process and performance measures to be provided to the City, including information demonstrating collection percentages in Cities that are most like Marlin.
4. Describe the firm's approach to collecting delinquent taxes on oil and gas properties, include information demonstrating collection percentages.
5. Describe any other legal advisement and technical assistance to be provided to the City.

F. Contract

1. Include a draft contract between the City and the firm.

G. Cost Summary

1. Provide a cost of collecting delinquent taxes (generally as a percentage of the amount of delinquent taxes, penalties and interest collected).
2. Provide any additional costs for which the City will be charged.

Responding firms are to provide the information as outlined above in order to be considered. Failure to respond fully to the criteria above will be judged as non-responsive and therefore eliminated from consideration as a potential contractor.

Inquiries about this request for proposals should be directed to:

Maryann Waddle - City Secretary
PO Box 980
101 Fortune Street
Marlin, Texas 76661
(254) 883-1450 Ext. 1002