



CITY OF RIVERDALE, IOWA

REQUEST FOR QUALIFICATIONS FOR LEGAL SERVICES

GENERAL INFORMATION

The City of Riverdale, Iowa ("City") is soliciting qualifications from qualified attorneys and law firms to provide legal services related to local government operations, public works, economic development, and human resources. The selected firm or attorney will support the City's legal needs, ensuring compliance with applicable laws, regulations, and governance best practices.

The selected law firm will serve as General Counsel to the City. The firm must possess a thorough understanding of the City's mission, functions, and operational structure, and will provide legal guidance and support in navigating the City's business activities and associated challenges.

Interested attorneys or firms should submit a proposal including the following:

1. **Cover Letter** – Introduce the firm/attorney and summarize relevant qualifications.
2. **Firm Overview** – Background, areas of expertise, key personnel and number of lawyers in firm.
3. **Experience and Qualifications** – Resumes of key attorneys and examples of similar legal services provided.
4. **References** – Contact information for at least two recent clients.
5. **Fee Structure** – Hourly rates, retainer options, and any alternative billing arrangements.
6. **Conflict of Interest Statement** – Disclosure of any potential conflicts.

Responses must be submitted by **Friday, August 8, 2025, at 5:00 p.m. (central)**:

City of Riverdale Iowa

110 Manor Drive, Riverdale, Iowa 52722

Or by email to: clerk@riverdaleia.org

Proposals should be clearly labeled: **"RFQ – City of Riverdale Legal Services"**

For questions, contact: Kelly Krell, City Clerk/Treasurer, at clerk@riverdaleia.org or at (563) 355-2511.

City of Riverdale, Iowa

110 Manor Drive, Riverdale, Iowa 52722 | (563) 355-2511 | www.riverdaleia.org