

**REQUEST FOR QUALIFICATIONS
CITY ATTORNEY/CITY PROSECUTOR SERVICE**

(SEPTEMBER 2025)



**CITY OF MITCHELLVILLE
204 CENTER AVENUE N
MITCHELLVILLE, IOWA 50169
1-515-967-2935
EMAIL: ADMINISTRATOR@MITCHELLVILLE.ORG**

Request for Qualifications – City Attorney/City Prosecutor

The City of Mitchellville is situated on the eastern edge of the Des Moines Metropolitan Area in Polk County. Interstate 80 and NE 46th Avenue borders the northern and southern part of the community, while the Jasper County, Iowa line and NE 96th Street borders the eastern and western part of the community. The Census Report population for the city is 2,557.

The City of Mitchellville requests letters of interest and qualifications for an attorney and/or firm to represent the City regarding legal matters. A contractual relationship will be considered.

Scope of Services for City Attorney/City Prosecutor

- Interpret and provide opinions on questions regarding a variety of legal issues.
- Review and provide written legal opinions on proposed ordinances, when requested.
- Prepare or revise and provide recommendations for proposed ordinances and resolutions.
- Interpret and provide staff, mayor and Council with written opinions on questions interpreting City and State Code matters when requested.
- Act as legal advisor to all city officials, boards, and commissions.
- Attend meetings of the Council, boards or commissions at the request of the Mayor, Council or Administrator as needed.
- Review application of Subdivision and Zoning Code and Ordinances
- Review materials prepared for the City Council and confer with the City Administrator and/or staff regarding issues that may need to be discussed prior to a meeting, including contracts, agreements, plats and easements.
- Provide legal opinion on all contracts prior to approval by the City Council.
- Prosecute traffic citations, simple misdemeanor offenses, and other police matters.
- Assist staff on personnel issues, including ancillary involvement in collective bargaining issues.
- Advise staff on planning and zoning issues.
- Advise staff on code enforcement and nuisance abatement issues.
- Prepare and review documents related to land acquisition and/or development.
- Represent the City in Magistrate's Court and Associate District Court where the City is a party.
- Maintain membership in Iowa Municipal Attorneys' Association (at City expense), and regularly attends continuing legal education training in the field of municipal law.
- Provide any other general legal advice as needed.
- Human Resources

Optional Scope of Services (Please provide qualifications in these areas, if desired)

- Human Resources
- Eminent Domain/Specialized Land Acquisition
- Specialized Litigation
- Sewer Connection Fee Districts/Special Assessment procedures

Not Included in Scope of Services (Services by others)

- Bond Counsel services (Including but not limited to Urban Renewal, long-term borrowing, Urban Revitalization) - Provide by Dorsey Whitney LLP

Submittal of Qualifications

Letters of interest and qualifications must be submitted by September 30, 2025 to the following address:

William Daggett, Interim City Administrator
City of Mitchellville
204 Center Avenue N
Mitchellville, IA 50169
Or submit by email to administrator@mitchellville.org

Respondents are strictly prohibited from lobbying employees or Council members for the City of Mitchellville and anyone connected to this RFQ at any time. Failure to comply with this clause shall be grounds for rejection of the offending RFQ as non-responsive.

Information required in the submittal:

Respondents must provide at least one (1) electronic version of a proposal but may also include up to three (3) copies of a written response responding to each inquiry in the order below:

1. Firm Business Information. Please complete and submit Attachment A.
2. Firm Experience
 - a. Provide a narrative description of the firm.
 - b. Describe the general experience of the firm.
 - c. Identify other municipal clients.
 - d. Identify experience with municipal issues including labor law, personnel, and other municipal specialties.
3. Proposed Attorney, Team
 - a. Name and describe the attorney(s) and/or team proposed.
 - b. Provide a resume or similar description for each team member, with detail in the experience and qualifications of the lead representative and any significant assisting representative.
 - c. If specialty attorney(s) or additional resources are available through your firm (in addition to the named team) to meet special or unusual needs, please identify such individuals and specialties.
4. Accessibility and Responsiveness
 - a. Identify the accessibility of the proposed designated City Attorney, and the response time that the individual offers to the city. Specifically identify the lead time required for attending scheduled or ad-hoc meetings.
 - b. Identify the same for any assisting attorney(s).
5. Proposed Fee Structure. Propose a compensation package, inclusive of all service costs. The city is open to a variety of approaches, including hourly rates or a flat monthly rate with add-ons.
6. References
 - a. Provide three (3) references for the lead representative. The city prefers references that include municipal government experience.
 - b. Inclusion of the reference in your proposal is also the agreement that the City may contact the named reference.
 - c. The city may contact any companies or individuals, whether offered as references or others, to obtain information that will assist the city in evaluating the Applicant. The City retains the right to use such information to make selection decisions. The submittal of a proposal is an agreement that the city may contact and utilize such information.

Process and basis of selection

The mayor and council will review candidate and firm proposals and qualifications and select firms to interview. The mayor shall create a committee who will interview the selected firms and will identify the preferred firm. The selection will be reviewed by the City Council at a regular work session to confirm Committee's selection. Once the attorney(s) and/or firm is chosen, the scope of services will be further defined, and a contract will be prepared to be acted upon by the City Council.

The amount of expertise in municipal legal issues by the lead attorney and others within the firm and the estimated cost of services will be used to determine selection of the successful firm/candidate, among other relevant factors.

Timeline

9/3/2025 – 10/2/2025 City accepts proposals.

10/6/2025 - Mayor and Council will select 2-3 firms to interview.

TBD - Council Committee will interview firms and select preferred firm.

10/20/2025 - City Council will review selection at its regularly scheduled Committee-of-the-Whole meeting and confirm selection.

10/20/2025 - City will hire an attorney and work to complete a contract with the firm. TBD – Contract completion and start date

The City of Mitchellville reserves the right to reject any and/or all proposals.

Attachment A: Submittal Form Business Statement

Please complete and submit with your proposal response.

1. Name of Business:
2. Business Address:
3. Phone:
Business Fax:
E-Mail (of proposer):
4. Business Classification (check all that apply): Individual, Partnership, Corporation, Women or Minority Owned
5. Federal Tax Number (a SSN or Federal Tax Number):
6. Name of Owner:
7. 7. Does your firm maintain insurance in the amounts specified below? Yes_No____If no, describe differences.
A. General Liability insurance of at least \$1,000,000 per occurrence. \$1,000,000 aggregate, Combined Single Limit (CSL); Automobile liability of at least \$1,000,000 per accident CSL Professional Liability of at least \$1,000,000
8. Are there claims that are pending against this insurance policy? If yes, please describe.
9. During the past five years, has the firm, business, or any attorney in the firm or business, been involved in any (1) bond forfeiture, (2) litigation personally involving the firm, business or any attorney in the firm or business (other than dissolution of marriage), or (3) claims filed with any insurance carrier concerning the firm, business, or any attorney in the firm or business, and/or (4) other complaints which the City of Mitchellville should be aware of? If yes, please include an explanation.
10. Has the proposed designated City Attorney practiced municipal law for a minimum of 5 years?
11. Proposal Offers shall be good and valid until the City completes an award or rejections of quotes.

Having carefully examined all the documents of the solicitation, including the instruction, the undersigned proposes to perform all work in strict compliance with the above-named documents, as well as in compliance with all submitted proposal information.

FIRM NAME: _____

SIGNATURE: _____

PRINT NAME: _____