

REQUEST FOR PROPOSALS



City of Urbana, Iowa

Request for Proposals (RFP)

Municipal Legal Services – City Attorney

Issue Date: March 12, 2026

Proposal Due Date: Thursday, March 26, 2026, by 4:00 PM

Submit To:

Jennifer Burkhart

City Administrator/Clerk

City of Urbana

jburkhart@urbanaiowa.com

INTRODUCTION

The City of Urbana, Iowa, is soliciting proposals from qualified attorneys or law firms licensed to practice in the State of Iowa to provide comprehensive municipal legal services as City Attorney. The City seeks experienced counsel in Iowa municipal law to advise the Mayor, City Council, and City Administrator on a wide range of legal matters.

The selected attorney/firm will serve as the official legal advisor to the City pursuant to Iowa Code Chapters 364 and 380 and applicable municipal ordinances.

BACKGROUND

The City of Urbana has a population of 1,554 located in Benton County, Iowa. The city operates under a Mayor/Council- City Administrator/Clerk form of government and provides services including public works, utilities, zoning and planning, public safety coordination, and general municipal administration.

The City currently employs five full-time and five part-time staff and retains legal counsel for general municipal matters, ordinance enforcement, real estate, contracts, labor/personnel, and litigation coordination.

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SCOPE OF SERVICES

The City seeks legal services including, but not limited to:

General Counsel

- Legal advice to City Council, Mayor, Administrator, boards, and commissions
- Attendance at regular monthly council meetings and special meetings as needed
- Preparation and review of ordinances, resolutions, and policies
- Interpretation of Iowa Code, administrative rules, and case law affecting municipalities

Municipal Operations

- Open Meetings/Open Records (Iowa Code Ch. 21 & 22) guidance
- Public contracting and procurement
- Zoning, land use, and development matters
- Utility and infrastructure legal issues
- Nuisance, dangerous building, and municipal infraction enforcement

Transactions & Documents

- Contract drafting and review
- Real estate acquisition/disposition
- Easements and development agreements
- Grant and intergovernmental agreements

Employment & Personnel

- Personnel policies and compliance
- Employment law guidance
- Investigations and disciplinary matters

Litigation & Enforcement

- Representation in municipal infractions and civil matters
- Coordination with insurance carriers and outside litigation counsel
- Court appearances as needed



PROPOSAL REQUIREMENTS

Proposals should include:

1. **Firm/Attorney Information**

- Name, address, contact information
- Iowa bar admission and years of practice
- Office location and distance to City

2. **Municipal Experience**

- Iowa cities currently or previously represented
- Relevant municipal law experience
- Experience with cities of similar size

3. **Approach to Services**

- Availability and responsiveness
- Meeting attendance approach
- Communication with staff and council
- Philosophy on risk management and cost control

4. **Fee Structure**

- Hourly rates by attorney/staff
- Monthly retainer (if applicable)
- Meeting attendance fees
- Litigation rates
- Travel costs
- Other reimbursable expenses

5. **References**

- At least three municipal clients (Iowa preferred)

6. **Insurance**

- Professional liability coverage limits

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EVALUATION CRITERIA

Proposals will be evaluated based on:

- Iowa municipal law experience
- Experience with similar-size communities
- Qualifications and responsiveness
- Cost structure and value
- References
- Understanding of municipal practice in Iowa

The City reserves the right to interview finalists.

TERMS OF ENGAGEMENT

The anticipated term is five years, beginning July 1, 2026, with renewal by mutual agreement.

The City may terminate services at any time with written notice per contract terms.

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SUBMISSION INSTRUCTIONS

Submit [PDF] proposals by **THURSDAY, MARCH 26, 2026, BY 4:00 PM** to:

Jennifer Burkhart, City Administrator/Clerk

City of Urbana

jburkhart@urbanaiowa.com

102 Capital Avenue, Urbana, IA 52345

Late submissions may not be considered.

CONDITIONS

- The city is not responsible for proposal preparation costs
- The city reserves the right to reject any/all proposals
- The city may negotiate scope and fees with selected counsel
- All proposals become public record under Iowa Code Chapter 22

QUESTIONS

Questions regarding this RFP shall be directed to:

Jennifer Burkhart, City Administrator/Clerk

City of Urbana

jburkhart@urbanaiowa.com

319-443-2400 ext. 1

ANTICIPATED SCHEDULE

- RFP Issued: Thursday, March 12, 2026
- Proposals Due: Thursday, March 26, 2026
- Council Selection: Wednesday, May 13, 2026, Regular Council Meeting
- Contract Start: July 1, 2026