

REQUEST FOR STATEMENT OF QUALIFICATIONS-RFQ

To All Interested Law Firms:

The City of Falmouth Kentucky will accept qualifications from Consulting Law Firms interested in providing general counsel services to the city. This is an open RFQ solicitation process. The city currently wishes to renegotiate the existing contract or seek new counsel.

Firms wishing to be considered should send an electronic copy (PDF) of a statement of qualifications proposal, **not exceeding 12 pages** to Mayor Sabrina Hazen at: shazen@cityoffalmouth.com Proposals must be received by 4:00 PM May 2, 2025 to be considered.

Statements should include a description of the law firm's capabilities and experience in the field of municipal law, resumes of individual(s) assigned to be legal counsel for the city, a listing of similar cities for which the assigned attorney is currently providing service to the city. Firms responding to the request will be ranked according to the information submitted. Responses should address, in order, the following subject matter:

- **Firm's overall depth of knowledge in municipal law**
- **Firm's general legal capabilities,**
- **Performance record of specific attorney to be assigned to the city,**
- **Assigned attorney's past and present municipal client list,**
- **Firm's demonstrated ability to provide responsive service to the city.**

Fees for services will not be considered as criterion for initial selection. Final selection of firm will be based on competitive negotiations. The city will enter into negotiations with the highest ranked firm to execute a legal service agreement. If the parties are unable to negotiate a satisfactory agreement, the second-ranked firm will be contacted.

The formal solicitation of consulting law firms is being conducted to fulfill the requirements of the Kentucky Model Procurement Code.

Attention of all respondents is call to the following regulations and requirements; Title VI of the 1964 Civil Rights Act, Section 3, Housing and Urban Development Act of 1968, Segregated Facilities, Section 109, Housing and Community Development Act of 1974 and Executive Order 11246, Minority firms are encouraged to submit.

The City reserves the right to reject any and all responses, to waive any technicalities and to negotiate with respondent(s) who most nearly meets the city's requirements. The city is not responsible or liable for any costs incurred by consultants replying to this request.

E.E.O., E.H.O