



NOTICE

Request for Qualifications

Professional Legal Services

The City of Kirksville is seeking proposals from attorneys and law firms willing to support the City's desire to obtain qualified, quality, uninterrupted access to municipal legal advice and services.

The City prefers to contract with a single law firm to provide these support services as on-call general counsel and prosecutor but will entertain the possibility of contracting with two separate firms. The City anticipates entering into negotiations for a professional agreement with the selected firm, which is best suited to provide these services to the City effectively.

Qualification documents shall be received in the office of the City Clerk at City Hall, 201 South Franklin Street, Kirksville, MO 63501, until 5:00 pm, Thursday, September 4, 2025.

Qualification documents may be delivered by mail, in person, or via email (as PDF documents) to dalbrecht@kirksville.gov.

Interested firms may obtain qualification information at City Hall by contacting Diane Albrecht, City Clerk, at 660.627.1225, dalbrecht@kirksville.gov, or by visiting Kirksville City Hall. Information is also available on the City's website, www.kirksville.gov.

The City anticipates completing this selection process by November 3, 2025.

For additional information and questions regarding the services sought, interested parties may contact Mari E. Macomber, City Manager, at 660.627.1225 or mmacomber@kirksville.gov.



City of Kirksville, Missouri

Request for Qualifications

Professional Legal Services

Submission Deadline: 5:00 pm, Thursday, September 4, 2025



Request for Qualifications for Legal Services

The City of Kirksville, Missouri, is seeking to contract the services of a qualified law firm to ensure the City's uninterrupted legal services. The City is seeking a sustainable and consistent level of service for both its general municipal and prosecutorial services through the selection of one law firm, but will entertain proposals providing one or the other. The City would entertain proposals from individual attorneys who can demonstrate a robust system to ensure the City's matters are handled effectively when the attorney is out of the office. The City currently has arrangements with attorneys and law firms for debt financing and special counsel, and the City intends to retain these services.

The City of Kirksville is seeking proposals from attorneys and law firms willing to support the City's desire to obtain qualified, quality, uninterrupted access to municipal legal advice and services.

Section 1. Qualifications.

The successful candidate will be law firm, or an attorney with a demonstrated system in place without interruption, and the designated attorney proposed for the City must have a minimum of five (5) years municipal law experience, licensed to practice law in the State of Missouri, a member of the Missouri Municipal Attorney Association, and a member in good standing of the Missouri Bar. Such candidates should be members, either as associates or owners, of a law firm that has experience in the areas of land use/development law, personnel law, contract law, public works law, open records/open meetings law, and municipal law in general. The candidate shall have substantial knowledge of local, state, and federal laws and court decisions affecting municipalities, as well as knowledge of the organizations, functions, and activities of municipal government. Candidates shall not have any ethical or business conflicts of interest by representing clients who are averse to the City of Kirksville, specifically, or cities in Missouri generally.

Section 2. Scope of Services.

The attorney or firm will be required to attend either in person or via video conferencing methods, at a minimum, City Council meetings and Zoning Board of Adjustment meetings. Additional attendance at occasional Planning & Zoning Commission Meetings, City Council Study Sessions, and Special City Council Meetings may be required.

The attorney or firm will be required to serve as the City's prosecutor filing all required cases and attending court to represent the City.

The attorney or firm will represent the City in all legal matters. It will be a party to and advise the City and its insurance carrier counsel on civil suits, actions, and proceedings on behalf of the City.

The City of Kirksville expects legal counsel to perform services as required by the City in a professional and timely manner. Services will vary by project and may include, but are not



limited to, the following tasks:

- (a) Shall serve as the City Attorney
- (b) Shall be charged with the responsibility of calling to the attention of the City Council, the City Manager, and other City Officers all matters of law affecting the City and its officers and employees.
- (c) Perform such legal duties as may be prescribed by ordinance or resolution of the City Council or which shall be ordered by the City Manager.
- (d) Give legal advice to the City Council and City Manager on the status of the City's legal matters and represent the City in all cases in all courts of record.
- (e) Provide prosecutorial services for municipal code and traffic violations in the municipal division of the county circuit court.
- (f) Provide guidance on personnel matters, including employee disciplinary, termination, and grievance matters.
- (g) Draft, review, or present agreements, bonds, contracts, ordinances, resolutions, staff reports, and other written instruments pertinent to City functions or that will be considered by the City Council or the City Manager and provide a legal opinion as to the consequences of such documents.
- (h) Advise the City on land use rights in Missouri and the ability to draft, review, and present legal documents related to acquisitions, easements, variances, right-of-way, and other land uses, including property acquisition, annexation, and zoning.
- (i) Be prepared to advise City officials on any matters relating to the compliance of Missouri State Statutes, City Codes, International Building Codes, Comprehensive Plans, and Roberts Rules of Order.
- (j) Prepare correspondence and other legal documents on behalf of the City as directed.
- (k) Provide legal updates, bulletins, and training to City staff as needed or as changes in the law may require.

Section 3. General Information Regarding the City of Kirksville, Missouri.

The City of Kirksville is an active community located in Adair County, northeast Missouri, approximately 85 miles north of I-70. Kirksville has approximately 17,500 residents and encompasses approximately 14 square miles.

Kirksville is governed under Missouri State Statutes as a third-class council-manager form of government. City Council Members are elected on a nonpartisan basis in a city-wide election for a three (3) year term. Policy making and legislative authority are vested in the five (5) member City Council.



The City Manager is responsible for the daily operations and general supervision of all City departments and offices. The City is a full-service municipality and the regional hub for much of northern Missouri.

Section 4. Organization of the Response.

Responses are to be included for each of the following items. They are to be constructed in the same order as listed to facilitate review and comparison by the review committee. Fees are not to be included in the response. The City intends to negotiate fees with the selected firm based on its qualifications and expertise.

- (a) Provide a general profile of the attorney/firm and identify the primary office location intended to serve the City of Kirksville.
- (b) Provide a statement of qualifications confirming the firm's satisfaction with meeting the qualifications listed in Section One.
- (c) Briefly summarize and outline the firm's experience in providing the legal services outlined in Section Two.
- (d) If submitting as an individual attorney, provide information to the City that includes how you will ensure legal services will be provided effectively when you are not available, and the contingency plan for unexpected events like illness.
- (e) Explain any other relevant qualifications or experiences.
- (f) Identify the professional staff who will be assigned to work with the City, indicating the lead attorney. Attach relevant experience profile(s) for each assigned staff member.
- (g) Briefly summarize the lead attorney(s) experience working with cities that have comparable characteristics to Kirksville.
- (h) List a maximum of five (5) references from past or current client cities, including names, addresses, and phone numbers of contact persons.
- (i) Has the lead attorney or firm represented a plaintiff against any city in Missouri in the last five (5) years? If so, what was the general premise of the case, and what was the outcome?
- (j) Has any municipal client terminated the lead attorney or the firm in the last five (5) years? If so, explain why.
- (k) During the past five years, has any attorney in the firm had a Missouri Bar or other ethics complaint filed against them? If so, please explain.
- (l) Submit evidence of professional liability insurance coverage and disclose any applicable deductible amount.

Section 5. Submissions of Qualifications.

The firm must submit five copies of its responses by 5:00 pm on Thursday, September 4,



2025. All responses shall include, at a minimum, the information requested in Section Four.

The address for response submission is:

City of Kirksville, Missouri
201 South Franklin Street
Kirksville, Missouri 63501

A duly authorized individual must sign all responses, and each response shall state the name of the primary contact for the respondent.

Section Six. Terms and Conditions.

The City of Kirksville (City) reserves the right to reject any or all responses or to award the contract to the next most qualified attorney if the successful attorney does not execute a contract within thirty (30) days after the award of the response.

All responses shall become the property of the City of Kirksville. The City may, at its discretion, request an oral presentation before making a final selection. Written notification will be provided if such meetings are required. No public announcement of submissions will be held. A listing of firms and names representing the responses received will be available after a recommendation is made to the City Council and only upon request.

Mari E. Macomber, City Manager, will be the primary point of contact for your firm at the City during the Request for Qualifications and selection process. She will coordinate appointments through the selection process and address any questions. Direct communication with City staff or members of the City Council will constitute automatic rejection of that firm's response.

The City of Kirksville reserves the right to request clarification of the submitted information and to request additional information as necessary.

The City reserves the right to reject any or all responses. The City reserves the right to waive any variances from original RFQ specifications in cases where the variances are, in the sole discretion of the City, in the best interest of the City.

Any response may be withdrawn up until the date and time set above for the submission of the responses. Any responses not withdrawn shall constitute an irrevocable offer, for 90 days, to provide the City of Kirksville the services outlined in the attached specifications, or until one or more of the responses have been approved by the City.

Any agreement or contract resulting from the acceptance of a response shall be on forms either supplied by or approved by the City of Kirksville. It shall contain, as a minimum, the applicable provisions of the RFQ.

The City reserves the right to reject any agreement that does not conform to the Request for



Qualifications and any City requirements for agreements and contracts.

The selected firm(s) shall not subcontract or assign any interest in the contract. It shall not transfer any interest in the same without the prior written consent of the City of Kirksville.

All costs associated with the preparation of a response to this Request for Qualifications shall be the responsibility of the firm submitting the response.

The selected firm(s) will be required to provide evidence that they have in force professional liability insurance during the term of service with the City of Kirksville.

The Attorney will be expected to either meet face-to-face or via electronic means with City officials at City offices as needed during service engagements.

As this is a Request for Qualifications, the City reserves the right to negotiate with any party and on any matter.

Interviews

The City of Kirksville may select firms for oral presentations. If selected for presentation, the firm will have a 20-minute presentation time to summarize its qualifications and approach to the services to be provided. The presentation will be followed by a question-and-answer period. The attorney assigned as the lead will be expected to deliver the oral presentation.

Evaluation of Responses

An evaluation committee will be used to evaluate the responses. The committee will consider the responses based on the following criteria:

- Quality of the response and completeness of the response provided
- Relevance of experience cited for the tasks outlined in the Scope of Services
- Experience and creativity in providing attorney services to local governments of comparable characteristics to the City of Kirksville
- Experience of staff assigned to serve the City
- Proven ability to provide city attorney services in a timely and competent manner
- References

Schedule of Events

The City of Kirksville has developed the following schedule of events for selection:

- Distribute Request for Qualifications – August 14, 2025
- Submission Deadline for Qualifications – September 4, 2025
- Select Finalists for Presentations – September 15, 2025
- Oral Presentations (if needed) – September 22 - 25, 2025
- Selection of City Attorney – November 3, 2025 via City Council Action