

City of Holland, Texas



Request for Proposals (RFP)

City Attorney and Prosecutor Services

I. Introduction

The City of Holland, Texas (the “City”) is soliciting proposals from qualified attorneys and/or law firms to provide legal services as City Attorney and Municipal Court Prosecutor. The selected individual or firm will be expected to advise the City Council, Mayor, staff, and boards, as well as represent the City in municipal court and other legal matters.

II. Scope of Services

City Attorney Duties

The City Attorney shall provide, at a minimum, the following services:

- Serve as legal advisor to the Mayor, City Council, and City staff.
- Attend City Council meetings (regular and special) as requested.
- Draft and/or review ordinances, resolutions, contracts, deeds, agreements, policies, and other legal instruments.
- Provide legal opinions, guidance, and interpretations of federal, state, and local laws affecting the City.
- Advise on land use, zoning, public works, employment, code enforcement, and other municipal matters.
- Represent the City in litigation and administrative hearings, or coordinate with outside counsel when specialized representation is required.

Municipal Prosecutor Duties

The Municipal Prosecutor shall provide, at a minimum, the following services:

- Represent the City in all matters before the Holland Municipal Court of Record.
- Prosecute Class C misdemeanor cases including traffic violations, ordinance violations, and other cases under the jurisdiction of the Municipal Court of Record.
- Provide legal advice to the Municipal Court Judge, Court Clerk, and City staff regarding case management, procedures, and compliance with applicable laws.
- Prepare and review complaints, motions, and other court documents.

- Coordinate with law enforcement officers and witnesses for court proceedings.

III. Minimum Qualifications

- Licensed to practice law in the State of Texas and in good standing with the State Bar of Texas.
- Experience in municipal law and/or prosecution of criminal cases, particularly Class C misdemeanors.
- Knowledge of Texas Local Government Code, Texas Open Meetings Act, Texas Public Information Act, and applicable state and federal laws.

IV. Proposal Requirements

Interested attorneys or firms should submit a proposal including:

1. Letter of interest summarizing qualifications.
2. Resume(s) of individual attorney(s) proposed to provide services.
3. Description of relevant municipal or prosecution experience.
4. Proposed fee structure (retainer, hourly rates, court appearance fees, etc.).
5. List of current or recent municipal clients (if applicable).
6. References (minimum of three).
7. Confirmation of ability to attend Holland City Council meetings as needed.

V. Selection Criteria

Proposals will be evaluated based on:

- Experience and qualifications in municipal law and prosecution.
- Responsiveness to scope of services.
- Availability and accessibility to City staff and Council.
- Proposed cost of services.
- References and past performance.

VI. Submission Instructions

Proposals must be received no later than:

Monday, November 24, 2025

Submit sealed proposals to:

City of Holland

Attn: City Secretary

PO Box 157

Holland, Texas 76534

Or hand-delivered to:

102 W Travis St, Holland, TX 76534

VII. Timeline (Tentative)

- RFP Issued: November 3, 2025
- Proposal Deadline: November 24, 2025
- City Council Review/Interviews: following council meeting
- Anticipated Selection: January 1, 2026

VIII. Additional Information

The City of Holland reserves the right to reject any or all proposals, to waive informalities, and to accept the proposal deemed most advantageous to the City.