



City of Keosauqua

201 Main Street
PO Box 555
Keosauqua, IA 52565
Phone: 319-293-3536
Fax: 319-293-3610

October 8, 2024

Requests for Letters of Interest and Qualifications for an attorney and/or firm to represent the City of Keosauqua, Iowa regarding legal matters:

Scope of Services:

- Advise the City on personnel issues or policy
- To Review and provide written legal opinions on proposed resolutions and ordinances when requested
- Draft or review and provide recommendations for proposed resolutions and ordinances
- Interpret and provide opinions on questions regarding City legal issues
- Act as legal advisor on all City matters
- To review and comment on contracts or agreements made (i.e. construction contracts, garbage contract, 28E agreements)
- Interpret and provide opinions on questions regarding a variety of legal issues
- Prepare resolutions as needed for sale of city property along with closing documents
- Provide litigation services on behalf of the City (cases filed in court) and prosecute or defend all actions and proceedings when so requested
- To review and prepare documents related to subdivisions, land acquisition and/or development.
- Advise the City of planning/zoning issues, code enforcement and nuisance abatement issues

The Selection Process:

Letters of interest and qualifications must be submitted by November 25, 2024 by 3 p.m. to The City of Keosauqua, Attention: City Clerk, PO Box 555, Keosauqua, IA 52565 or email to citykeo@netins.net.

Information Required on Submittal:

1. Letter highlighting related legal experience, including municipal law experience.
2. Hourly fee for legal services performed (based on the proposed scope of services)

3. Please submit a cost proposal for attendance at Council meetings, when requested by the City, to provide legal guidance, as a lump sum cost per meeting (rather than per-hour cost or lump sum per year).

Process and Basis of Selection:

The Keosauqua City Council will review applicants. Once the attorney and/or firm is chosen, the scope of services will be further defined, and an Agreement for Services will be acted upon by the Keosauqua 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.

For further information regarding this request, please contact me at 319-293-3536.

Respectfully,

City of Keosauqua
Missy Harward, City Clerk/Treasurer