



City of Arnold

William (Bill) Moritz, Mayor

CITY OF ARNOLD, MISSOURI Request for Qualifications (RFQ) City Attorney Legal Services

Proposal Released: April 29, 2026

Proposals Due: May 29, 2026, at 1:00 p.m.

Submission Contact: Anthony Traxler, City Administrator

No public opening is scheduled for this item. The City shall select the time, date, and venue to open submittals for review, except the opening of any submittal shall not occur until the submittal deadline is passed.

Purpose

The City of Arnold is seeking an attorney or law firm (individual/law firm) to respond to a Request for Qualifications (RFQ) for a City Attorney. The City anticipates entering into negotiations for a professional services agreement with the responding individual/law firm selected as best suited to effectively provide these services to the City.

The City of Arnold anticipates completing the selection and award process in June 2026.

Method of Selection

This solicitation is a request for qualifications (RFQ). Qualifications received via the competitive process will be reviewed by the Mayor, City Council, City Administrator and department heads. Interviews may be requested with one or more respondents to the RFQ; however, the City may choose to proceed without interviewing. Award of this contract will be to the individual/law firm deemed best qualified to perform the services described in this RFQ.

Community Profile

Arnold is a third-class city operating under Chapter 77 of the Revised Statutes of Missouri. The Council consists of the Mayor, elected at large, and eight Council Members representing four wards. Together, they guide the city's budget, finances, and policies while providing direction to the City Administrator, who oversees daily operations. The City provides a full range of municipal services, including street maintenance, parks and recreation, public works, police, municipal court, and administration. Home to approximately 21,000 residents, Arnold offers a wide mix of housing options and contains a thriving commercial base.

City Hall
2101 Jeffco Blvd.
Arnold, MO 63010
636/296-2100

Parks and Recreation
1695 Missouri State Rd.
Arnold, MO 63010
636/282-2380

Public Works
2900 Arnold Tenbrook Rd.
Arnold, MO 63010
636/282-2386

Current Legal Services

The City's current legal services agreement includes services such as attendance at City Council meetings, Planning Commission meetings, general hourly legal services, and litigation services. The City seeks a qualified individual/law firm to provide these services going forward.

Specific capabilities required include expertise in municipal law, zoning and land use regulations, real estate transactions, human resources and employment law, public finance, labor negotiations, open meetings/Sunshine Law compliance, economic development initiatives, tax increment financing, transportation development districts, neighborhood improvement districts, community improvement districts, code enforcement, contract drafting and review, intergovernmental agreements, municipal utilities, public records law, ethics compliance, risk management, and environmental regulations. The City values proactive legal counsel who can anticipate issues before they arise and provide practical solutions that advance municipal objectives while minimizing legal risk.

Scope of Services

The City Attorney will provide general municipal counsel, basic legal services, and advice on special projects. If a firm is selected, the City requests that one attorney be designated as the point of contact or lead attorney for the firm. Accessibility to and a timely response from the attorney is essential to the position.

The selected individual/law firm will be expected to provide the following services:

Retainer Services:

1. Attendance at regular meetings of the City Council.
2. Attendance at regular meetings of the Planning Commission.

Hourly Services:

1. Attendance at meetings not included in the retainer services.
2. In-person, telephone and/or email consultation with Mayor, Council Members, City Administrator, department heads, and members of Boards and Commissions.
3. Research and preparation of legislation, written memorandums, or opinions.
4. Negotiations with other parties, including contracts and property matters.
5. Services for matters pending before the Board of Adjustment or the Board of Housing Appeals.
6. Services for all litigation.
7. Represent the City in all legal matters in which it is a party or is interested.

8. Advise the Mayor and City Council, any committee or members thereof, the City Administrator, department heads, and boards and commissions concerning legal questions.
9. Prepare or revise ordinances and resolutions when requested.
10. Prepare for execution all contracts and instruments to which the City is a party and approve all bonds required to be submitted to the City.
11. Defend actions or proceedings against the City or officials/employees (if authorized by Council).
12. Adjust, settle, compromise, or submit to arbitration matters in favor of or against the City with Council approval.
13. Report litigation outcomes to the Mayor, City Council, and City Administrator.
14. Prepare and forward to the Mayor, City Council, and City Administrator complete records of all suits and written opinions.

The City reserves the right to further provide for the appointment of a City Prosecutor, and a special counsel to assist the City Attorney in matters requiring specialized knowledge.

The City Attorney will be required to provide detailed, itemized billing on a monthly basis.

Appointment of City Attorney

In accordance with Section 115.080 of the City Code, the City Attorney shall be appointed by the Mayor with the consent of the Council.

Compensation

Compensation shall be negotiated between the City and the individual/law firm selected through this RFQ process. Compensation levels and formulas identified during the negotiation process shall be included in the completed agreement document presented to the City Council for consideration and approval. The negotiated fee schedule shall be incorporated into the completed agreement document.

Requested Information

1. Individual/law firm, including address, email address, and telephone number(s)
2. Summary of qualifications, specializations, experience, professional affiliations, special training, Missouri Bar license numbers, and year of award and institutions of degrees.
3. If a law firm, key firm personnel and those proposed lead and secondary attorneys who will be assigned to the City.
4. Summary of relevant experience or municipal/governmental services provided, such as general city attorney services, city-related court cases, real estate, human

resources, public finance, labor negotiations, zoning, development incentives, litigation, prosecution, past or present municipal clients, etc.

5. Proposed fee structure including:

- a. Per meeting rate for regular City Council and Plan Commission meetings.
- b. Hourly rates for general legal services.
- c. Hourly rates for litigation services.
- d. Policy on out-of-pocket expenses and overhead costs.

6. Potential conflicts of interest which may exist in this role(s).

7. List of references and contact information. If currently representing other municipalities, provide a list of total annual billing amounts to each municipality for the past three calendar years.

8. Other factors or special considerations which you feel are relevant to your proposal.

Submission Guidelines

Qualifications are due by May 29, 2026, at 1 p.m., electronically, by mail, or in person to:

Anthony Traxler
City Administrator
City of Arnold
2101 Jeffco Blvd.
Arnold, MO 63010
atraxler@arnoldmo.org

Questions should be received by May 27, 2026, at 2 p.m. and can be directed to the City Administrator at (636) 296-2100 or atraxler@arnoldmo.org.

Miscellaneous

The City reserves the right to accept any proposal or reject all proposals and is under no obligation to award a contract to any individual/law firm. The City reserves the right to waive any requirement or condition of the RFQ upon finding that it is in the public's best interest to do so. The City reserves the right to waive any irregularities in the process.

Any submissions received after the specified date and time will be rejected and returned unopened. Submissions may not be modified after the submission deadline. The City reserves the right to extend the time for submissions.

The City shall not be responsible for any costs incurred in the preparation or presentation of the submission.

All materials submitted shall become the property of the City and shall be subject to the laws and regulations relating to the disclosure of public information. No guarantee of privacy or confidentiality is offered or implied.