



**REQUEST FOR
QUALIFICATIONS FOR
CITY PROSECUTOR FOR
THE CITY OF WHARTON, TEXAS**

On or before 5:00 p.m. on Friday, July 24, 2026, the City of Wharton will receive qualification statements from interested attorneys or law firms for services related to providing legal assistance to the Wharton Municipal Court as a City Prosecutor. No late statements will be accepted.

Interested firms should submit a copy of their statement of qualifications to:

**City of Wharton
% Paula Favors, City Secretary
120 E. Caney St. Wharton, TX 77488**

Further information may be obtained by contacting the City Secretary's Office at:
979-532-2491 ext. 225

or

pfavors@cityofwharton.com

PLEASE NOTE: The selection of an attorney or firm to provide the scope of services described will not be made on cost alone and may be based on qualifications. There is no expressed or implied obligation on the part of the City of Wharton to reimburse responding firms for any expenses incurred in preparing or presenting a Request for Qualifications in response to this request.

GENERAL SCOPE OF SERVICES

The City of Wharton is a home-rule municipality with a population of approximately 8,627. It provides a wide variety of services to citizens and visitors in the Wharton area. These include public works, community development, building inspections, code enforcement, animal control, parks and recreation, and other services.

An important part of this governance relies on quality legal services. This scope of services will include the appointment of an individual or law firm to serve as City Prosecutor, who will be appointed by and serve at the will and pleasure of the City of Wharton Council.

The legal services as Prosecutor under consideration in this Request for Qualifications involve (but are not limited to):

1. Being intimately familiar with the City's Code of Ordinances, applicable State and Federal laws, and other applicable documents (such as the code enforcement process, etc.).
 2. Serving as the City Prosecutor by prosecuting violations of municipal ordinances and state laws.
 3. Prosecuting offenders in the municipal court, including preparation of all charges and complaints against, and appearing in the appropriate court in the prosecution of, every person charged with the violation of a city ordinance or state law.
 4. Attending, just as a few examples, Jury Trials, arraignments, initial appearances, Pretrial conferences, plea hearings, motion hearings, and show cause hearings.
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1. Because municipal courts primarily hear fine-only misdemeanor cases, prosecutors often manage a high volume of dockets. Effective preparation, coordination with court staff and law enforcement, and organized case files are essential to ensure court proceedings are efficient, legally sound, and fair to all parties.

INFORMATION REQUIRED FOR STATEMENT OF QUALIFICATIONS

The Statement of Qualifications must address the following criteria:

1. Name of firm, owner, address, and telephone number.
2. Personnel Qualifications. Identify the key attorney who will serve as City Prosecutor; provide their resume and summarize their experience. Provide the same for other attorneys (if any) in the firm who may assist with the provision of services.
3. Specialized Legal Services Competence. Provide information about the attorney and the firm's experience in providing legal prosecutor services to municipal organizations.
4. Understanding Of Services to Be Provided. Describe the attorney's/firm's understanding of the scope of work.
5. Work Schedule and Approach to Project Management. Provide a plan for service delivery and explain how tasks and projects are managed within the firm to ensure timely responses and completion.
6. Conflict of Interest. List any clients you currently represent that could create a conflict of interest with your responsibilities as City Prosecutor for the City of Wharton and describe how you would resolve these conflicts or any future ones.
7. Fees. Please provide rates for providing the services described above. Note that the City of Wharton is requesting fees to be submitted with two options:
 - Option A: Monthly retainer plus hourly fees (indicate specific items to be covered by the retainer)
 - Option B: Hourly fees for all work without a retainer.For hourly fees, please identify the hourly rate of each attorney and support personnel, and indicate the minimum increment of time billed for services. Also state rates for other cost items proposed for itemization and billing.
8. Statement: The attorney or firm, by submitting a proposal, certifies that, to the best of its knowledge or belief, no elected or appointed official of the city is financially interested, directly or indirectly, in its firm or in the purchase of services as described in this RFQ. They also certify that the information contained in the Statement of Qualifications is correct and complete to the best of their knowledge.

EVALUATION PROCESS AND AWARD

Evaluation Process

Based on the City Council's Selection Committee's review of the submittals, several firms may be shortlisted for further consideration and asked to submit supplemental information. Additionally, the selected firms may be requested to deliver a formal presentation to the Mayor and City Council, either in person or via a virtual appearance.

Contract Award

The contract will be awarded to the most qualified responder as determined by the City Council. All costs directly or indirectly related to the preparation of a response to this RFQ, or any oral presentation required to supplement and/or clarify the RFQ, shall be the sole responsibility of, and shall be borne by, the firm.