City of Texarkana, Arkansas: Request for Proposals, General Counsel Legal Services

- **What we're seeking:** One firm or individual attorney to serve as the City's General Counsel (City Attorney).
- **Who can apply:** Firms or individual attorneys licensed to practice in Arkansas and who are Arkansas residents.
- **Scope of services:**
    - Day-to-day legal research, advice, and opinions for elected and appointed City officials
    - Attending all Board of Directors meetings and City Manager staff meetings
    - Drafting all ordinances and resolutions for Board meetings
- **Proposal must include:**
    - Transmittal letter
    - Name, address, and contact person
    - Specialized experience and qualifications (municipal and governmental experience is a plus)
    - Capacity to take on the City's workload, including a current client list and a plan for prioritizing critical District Court issues
    - Past performance, with client references and phone numbers
    - Any additional services you can offer
- **Conflicts of interest:** All potential conflicts must be disclosed.
- **Deadline:** Proposals must be **received by December 21, 2026, at 4:00 PM**.
- **Submit to:** City Clerk Heather Soyars, City of Texarkana, Arkansas
    - By mail: P.O. Box 2711, Texarkana, Arkansas 75504
    - By hand: 216 Walnut Street, Texarkana, Arkansas 71854
- **Questions:** City Clerk Heather Soyars
    - Email: heather.soyars@texarkanaar.gov
    - Phone: 870-779-4995