



# FORT BEND CENTRAL APPRAISAL DISTRICT

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## REQUEST FOR QUALIFICATIONS FOR PROFESSIONAL LEGAL SERVICES

**RFQ No. 2024-001**

**RESPONSES DUE APRIL 01, 2024 By 5:00PM CST**

The Board of Directors of the Fort Bend Central Appraisal District (FBCAD) is requesting qualifications from law firms and lawyers licensed to practice in the State of Texas for professional legal services. Legal services shall include general counsel to the Board of Directors and appraisal district, and/or legal representation of the appraisal district in litigation and administrative proceedings.

All responses are due in the Human Resources Division of FBCAD by 5:00pm CST on April 01, 2024.

FBCAD does not discriminate on the basis of race, color, creed, gender, age, religion, national origin, citizenship, mental or physical disability, veteran's status, or political affiliation in its review of qualifications of respondents pursuant to a Request for Qualifications (RFQ).

### Submission of Responses

Responses may be emailed to the Human Resources Division at [HR@fbcad.org](mailto:HR@fbcad.org) with signed and completed documents attached in pdf format. Emailed responses will be considered timely submitted if received by the Human Resources Division by the due date and time. Verification of the receipt of an emailed submission is the responsibility of the respondent to the RFQ. The subject line of an emailed response must state RFQ No. 2024-001 for the email to be considered received.

Responses may also be mailed to the Human Resources Division. The address to mail responses is:

Fort Bend Central Appraisal District  
Attn: Krisha Langton, Chief Human Resources Officer  
2801 B.F. Terry Blvd.  
Rosenberg, TX 77471-5600

All documents submitted by mail must be completed, signed, and included in one sealed envelope or box. Mailed responses will be considered timely submitted if physically received by the Human Resources Division by the due date and time. All mailed responses must be clearly

marked with the name of the responding individual or law firm and the RFQ number on the outside of the envelope or box.

Responses may be withdrawn at any time prior to the due date and time. Responses may be supplemented up to the due date and time but must be clearly marked as a "Supplemental Response" with the name of the respondent and "RFQ No. 2024-001" either in the subject line of an emailed supplemental response or on the outside of a sealed envelope or box for a mailed supplemental response. Only one supplemental response will be accepted per respondent.

#### **Authority to Issue RFQ**

This RFQ is issued under the authority of Section 6.11 of the Texas Property Tax Code and in compliance with Section 252.022 of the Texas Local Government Code.

#### **Confidentiality**

FBCAD does not intend for this RFQ or responses to this RFQ to be confidential. If a respondent believes information included in their response is confidential, the respondent must clearly mark each page the respondent believes is confidential as "Confidential Information". If a public information request is made for information a respondent believes is confidential, FBCAD will notify the respondent in accordance with the requirements of the Texas Public Information Act.

#### **Selection for Professional Legal Services**

This RFQ is not intended to be an agreement to retain professional legal services. Responses to this RFQ will be reviewed by the Board of Directors of FBCAD. If one or more respondents are determined to be the best qualified, the Board of Directors, in their sole discretion acting as the governing body of the appraisal district, may retain one or more law firms to represent FBCAD in non-exclusive legal representation as general counsel to the Board of Directors and appraisal district, and/or as legal representatives of the appraisal district in litigation and administrative proceedings.

The Board of Directors, in the exercise of its sole discretion, may decide not to select any respondent pursuant to this RFQ.

Subsequent to the selection of a law firm or firms pursuant to this RFQ, the Board of Directors may negotiate and/or enter into agreements to retain the selected law firm or law firms, or if a selected law firm has an existing agreement with FBCAD, the Board may, at its option, decide to continue under the existing agreement.

Do not submit billing rates or other related billing information with the response to this RFQ.

Each respondent shall bear the cost of their response, and FBCAD will have no responsibility for any costs incurred by a respondent in submission of a response to this RFQ.

## Contents of Response

The response to this RFQ should include the following:

1. The complete legal name of the law firm responding to this RFQ.
2. The history of the law firm with a detailed description of the law firm's experience representing appraisal districts in the State of Texas. Include a list of other appraisal districts represented by the law firm in the past five calendar years.
3. The mailing address, street address, main telephone number and website for the main office and any local offices of the responding law firm.
4. An identification of the law firm's principals that may be assigned to represent FBCAD. Please provide a resume or Curriculum Vitae (CV) for each, including all licenses and jurisdictions before which they are licensed to practice. Also include any professional grievances or ethical complaints filed, and the date and disposition of the complaints.
5. An identification of the law firm personnel, other than principals previously identified, that may be assigned to represent FBCAD. Please provide a job description, resume or CV, licensure, and qualifications for each. Also include any professional grievances or ethical complaints filed, and the date and disposition of the complaints.

The response to this RFQ may include the following:

1. Law firms may but are not required to provide references for the law firm or individual principals or personnel of the law firm.
2. Law firms may provide any other information relevant to their qualifications regarding the provision of legal services as general counsel to the Board of Directors and appraisal district and/or advocacy on behalf of the appraisal district in litigation and administrative matters.

The Board of Directors may reject incomplete responses or weigh the completeness of a response in its evaluation of qualifications. The Board of Directors reserves the right to reject any or all responses or withdraw this RFQ from further consideration.

**Inquiries**

Inquiries about this Request for Qualifications should be submitted in writing and directed to:

Krishna Langton  
Chief Human Resources Officer  
Fort Bend Central Appraisal District  
2801 B. F. Terry Blvd.  
Rosenberg, Texas 77471  
281.344.8623 ext. 140  
krishalangton@fbcad.org

All inquiries should clearly reference "RFQ No. 2024-001" and all inquiries and replies to those inquiries will be provided to all other respondents to this RFQ and subject to disclosure under the Texas Public Information Act.

**Signature**

The undersigned affirms that they are authorized to sign this RFQ on behalf of the respondent.

Signed: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_