

Washington County, Texas is seeking qualifications for the purpose of hiring legal counsel to collect delinquent property taxes, to represent the County in the collection of delinquent property taxes, and to provide legal advice to the County in matters regarding property tax collections.

Proposals are to be received in the Washington County Clerk's Office, Beth Rothermel, County Clerk, 100 East Main Street, Suite 102, Brenham, Texas 77833, no later than 10:00 a.m. on Friday, July 12, 2024. Proposals are to be sealed and clearly marked "PROPOSALS FOR LEGAL SERVICES".

Inquiries about this request for qualifications should be directed to:

Washington County Clerk, Beth Rothermel

[brothermel@washingtoncountytexas.gov](mailto:brothermel@washingtoncountytexas.gov)

Questions are by email only. Please DO NOT send RFQ by email. Deadline for questions is July 10, 2024.

**Washington County**  
**Request for Qualifications for Law Firm to Collect**  
**Delinquent Taxes and Provide Legal Services**

Washington County, Texas is seeking qualifications for the purpose of hiring legal counsel to collect delinquent property taxes, to represent the County in the collection of delinquent property taxes, and to provide legal advice to the County in matters regarding property tax collections.

The Appraisal District of Washington County is responsible for the assessment and collection functions of the following taxing jurisdictions in Washington County. These include:

City of Brenham

City of Burton

Washington County

Washington County FM

Brenham ISD

Blinn College

Burton ISD

Giddings ISD

Austin County

**Scope of Contract**

Tax attorneys will be responsible, at the minimum, for the following duties and services:

1. Prepare and deliver notices to delinquent taxpayers as may be required by law or as may be advisable for the purpose of expediting collections.
2. Prepare and deliver a notice of delinquency to each delinquent property owner each year.
3. Bring lawsuits and pursue legal action against delinquent taxpayers to facilitate collections of delinquent taxes.
4. Advise Washington County for which it collects in matters of property tax law.

### **Evaluation of Proposals**

The Washington County Commissioners will make its selection based upon evaluation of the information provided as described below under Content of Proposal. The commissioners Court reserves the right to obtain information from other current clients about past performance of attorneys.

The Commissioners Court reserves the right to accept or reject any and all proposals. All proposals will remain confidential until an award is made by the Commissioners Court. The RFQ places no obligation on the part of the County to reimburse responding firms for any expenses incurred in preparing proposals in response to this request.

### **Submission of Proposals**

Proposals are to be received in the Washington County Clerk's, Beth Rothermel, County Clerk, 100 East Main Street, Suite 102, Brenham, Texas 77833, no later than 10am on, July 12, 2024. Proposals are to be sealed and clearly marked "PROPOSALS FOR LEGAL SERVICES".

### **Content of Proposal**

The following items, at a minimum, are to be included as part of the proposal:

- A. Executive Summary of the proposal
- B. Description of Firm
  1. Provide the name and address of the local or branch office responsible for providing the services requested.
  2. Provide a brief history of the firm.
  3. Identify the primary source of revenue of the firm.
  4. Identify the firm's principals and include resumes for each.
  5. List personnel to be assigned to this project, brief job descriptions, qualifications and experience of each.
  6. Identify any joint venture firms or subcontractors which will be involved in the project. Briefly describe their qualifications and experience and explain their involvement in the project.

C. Relevant Experience of the Firm

1. Provide a detailed description of the firm's experience in delinquent tax collections. Include a list of clients currently under contract for property tax services, including the name of governmental entity or client, contact, reference, address and phone number, type of services provided for each, and any other factors deemed relevant.

D. Capabilities of Firm

1. Describe the firm's present workload and include a statement outlining how the workload will affect the firm's ability to perform the services and functions required under contract.
2. Provide a statement as to the firm's ability to begin full and complete operations on this project. Respondents to this RFQ who have no experience within the last year providing the requested services must provide written detailed assurances that they have the expertise, experience, technical ability and financial ability to specifically perform all the services required in the RFQ.
3. Describe the firm's data processing and technical support department staff and operations.
4. Must be licensed with the State Bar of Texas as a licensed attorney to provide legal services.

E. Approach to providing Services

1. Describe the firm's philosophical approach to collection of delinquent property taxes.
2. Explain in detail how the firm would collect the County's delinquent property taxes.
3. Describe the firm's reporting process and performance measures to be provided to the County, including information demonstrating collection percentages in Counties that are most like Washington County.
4. Describe the firm's approach to collecting delinquent taxes on oil and gas properties, include information demonstrating collection percentages.
5. Describe any other legal advisement and technical assistance to be provided to the County.

F. Contact

1. Include a draft contact between the County and the firm.

G. Cost Summary

1. Provide a cost of collecting delinquent taxes (generally as a percentage of the amount of delinquent taxes, penalties and interest collected).
2. Provide any additional costs for which the County will be charged.

**Evaluation Process**

A. Evaluation Criteria and Factors

The Evaluation Committee will evaluate all RFQs and shall recommend a Delinquent Tax Attorney to the Commissioners Court. If additional information is needed from proposers, the County will initiate that request. If interviews or conferences are necessary, the County will make those

arrangements as necessary. Information contained within the RFQ should be the complete offering to the County.

### **Evaluation Criteria and Factors**

Each Firm will be assigned a score of 0-4 by each evaluator for each criteria.

4 = Very good / Exceeds expectations

3 = Above expectations

2 = Meets expectations

1 = Does not meet expectations

0 = Non responsive

Evaluators score by category will be multiplied by the assigned weight for each criteria by vendor then totaled.

Once RFQ's Qualification Statements are reviewed and scored, a short list will be compiled. Interviews may be conducted with Firms determined by total score rankings. Additional information may be required at that time. Negotiations will begin with the Firm selected for the project. Commissioners Court will make the final selection and possible approval of the contract.

30% A. Ad Valorem Tax collection experience, including Cities, Counties or School Districts experience within the State, demonstrated results and overall reputation of the firm and references from other clients and tax collectors.

25% B. Local capability, experience and credentials of the firm in the areas of legal personnel, support personnel, data processing capabilities and a spectrum of services to be offered to prospective clients. Comprehensive services beyond delinquent tax collections will be considered an advantage.

30% C. Demonstrated ability to handle and improve complex delinquent tax collection litigation and comprehensive bankruptcy services.

15% D. Clarity, quality and adherence to RFQ and supporting data-including sufficient data processing services.

Although the cost of services to be provided is an essential part of the RFQ, Washington County is not obligated to award a contract solely on the basis of cost.

Responding firms are to provide the information as outlined above in order to be considered. Failure to respond fully to the criteria above will be judged as non-responsive and therefore eliminated from consideration as a potential contractor. Any material that is to be considered as confidential in nature must be clearly marked as such by the proposer and will be treated as confidential by Washington County and the Evaluation Committee. However, after award of contract, that information will be subject to the public information act.

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