

REQUEST FOR PROPOSAL FOR LEGAL SERVICES

**INQUIRIES AND PROPOSALS
SHOULD BE DIRECTED TO:**

**Ms. Margie Arce
Board President
Webb County Drainage
District (WCDD)
1310 Junction Drive, Suite B
Laredo, Texas 78041**

<https://webbcountydrainage.com/>

I. GENERAL INFORMATION.

A. **Purpose.** This request for proposal (RFP) is to contract for legal services to be provided to the **Webb County Drainage District (WCDD).**

B. **Who May Respond.** Attorneys currently licensed to practice law in **Texas**, or law firms including such attorneys, may respond to this RFP.

C. Instructions on Proposal Submission.

1. **Closing Submission Date.** Proposals must be submitted no later than **4:00 pm on March 6, 2026**

2. **Inquiries.** Inquiries concerning this RFP should be mailed to:

**Ms. Margie Arce
Board President
Webb County Drainage District (WCDD)
1310 Junction Drive, Suite B
Laredo, Texas 78041**

Or e-mailed to: miriamg@craneeng96.com

3. **Conditions of Proposal.** All costs incurred in the preparation of a proposal responding to this RFP will be the responsibility of the Proposer and will not be reimbursed by the Webb County Drainage District (WCDD) (hereinafter referred to as WCDD).

4. **Instructions to Prospective Contractors.** Your proposal should be addressed as follows:

**Ms. Margie Arce
Board President
Webb County Drainage District (WCDD)
1310 Junction Drive, Suite B
Laredo, Texas 78041**

Or e-mailed to: miriamg@craneeng96.com

It is important that the proposal be submitted in a sealed envelope clearly marked in the lower left-hand corner with the following information:

**RFP 2026-001
SEALED PROPOSAL For Legal Services**

Failure to do so may result in premature disclosure of your proposal. It is the responsibility of the Proposer to ensure that the proposal is received by WCDD, by the date, time and in the manner specified above. Late, unsealed proposals will not be considered.

5. **Right to Reject.** WCDD reserves the right to reject any and all

proposals received in response to this RFP. A contract for the accepted proposal will be drafted based upon the factors described in this RFP.

6. **Notification of Award.** It is expected that a decision selecting the successful proposal will be made within four (4) weeks of the closing date. Upon conclusion of final negotiations regarding the successful proposal, all other Proposers will be informed, in writing, of the name of the successful Proposer. It is expected that the contract shall be a three-year contract.

D. Description of Entity.

Webb County Drainage District No. 1 (WCDD) was created in 1995 by confirmation order approved by the Webb County Commissioners Court pursuant to Chapters 49 and 56 of the Texas Water Code.

WCDD manages a 5,600-acre watershed that includes regular maintenance of City approved detention ponds, drainage channels, floodplains, City owned ponds, and TCEQ registered dams. WCDD collaborates with other public entities on infrastructure planning and development.

Additional information is available on the WCDD website at <https://webbcountydrainage.com/> under the tab "About WCDD."

II. SCOPE OF SERVICES. The Proposer shall be readily available to perform the following legal services, as requested by the Board of Directors:

- A. Review drafts of contracts, agreements, and easements.
- B. Advise on legal matters related to state compliance submittals.
- C. Provide general legal counsel.
- D. Advise on requests for information from third parties.

Although it is preferable for an attorney or firm to submit a proposal covering all of the above areas, WCDD will consider proposals emphasizing expertise in subsets of these areas.

III. PROPOSAL CONTENTS. The Proposer, in its proposal, shall, as a minimum, include the following:

- A. **Legal Experience.** The Proposer should describe its experience related to the areas outlined in the scope of services above. There is a particular interest in the following topic areas: maintenance contracts, agreements with other public entities, agreements with private landowner, including bond financing; government grants and contracts; and general business operations. Additionally, if applicable, provide a description of any experience advising organizations comparable to WCDD that offer similar programs and government-funded services.

- B. **Organization, Size, Structure, and Areas of Practice.** The Proposer should

describe its organization in terms of the following:

- size
- structure,
- areas of practice
- office location(s)
- small or minority-owned business

Please include a copy of the Equal Opportunity/Affirmative Action Policy, if available.

C. **Attorney Qualifications.** The Proposer should separately attach a description of the qualifications of attorneys to be assigned to the representation. Descriptions should include:

1. Professional and drainage district background of each attorney.
2. Overall supervision to be exercised.
3. Prior experience of the individual attorneys with respect to the required experience listed above. Include resumes only of attorneys likely to be assigned to the representation. Education, position in firm, years and types of experience, and continuing professional education will be considered. Experience in drainage district should be emphasized.

D. **Price.** The Proposer's proposed price should include information on the hourly billing rates of each attorney or other legal staff who are expected to work on this representation and charges for expenses, if any, such as legal research, copies, faxes and electronic communication. Also include a retainer amount that would be charged to advise WCDD on routine matters that could be handled over the telephone or otherwise without extensive research or other legal work. WCDD reserves the right to negotiate with the Proposer on the structure of the billing and/or retainer fee.

IV. PROPOSAL EVALUATION.

A. **Submission of Proposals.** All proposals shall include one (1) original and three (3) copies.

B. **Evaluation Procedure and Criteria.** WCDD's District Engineer will review proposals and make recommendations to the Board of Directors for final approval. The Board of Directors may request a meeting with top qualified Proposers prior to final selection. Proposals will be reviewed in accordance with the following criteria:

1. Proposed approach to scope of work.
2. Level of experience of the individual(s) identified to work on this matter.
3. The Proposer's experience with drainage districts and related legal matters.
4. Cost.
5. Interviews, if conducted.

C. **Required Format for Proposals.** All proposals must follow the required format. Failure to follow the required format may result in disqualification of a proposal:

1. Page Limit: 12, including cover page
2. Attorney Qualifications section should be attached and is not included in the page limit
3. Page Size: 8 ½ x 11; portrait
4. Font Size: 12
5. Font Type: Arial or approved equal
6. Double-spaced
7. Margins: 1" minimum on the top, bottom, and sides of all pages
8. All pages must be numbered; double-sided printing is acceptable
9. Do not use material in proposals dependent on color distinctions, animated electronics, etc.
10. Do not include attachments other than those requested or required by this RFP.

V. **PROPOSAL TIMELINE.**

During the period from your organization's receipt of this Request for Proposals and until a contract is awarded, your organization shall not contact any board member of WCDD for additional information except in writing directed to Ms. Margie Arce at miriamg@craneeng96.com.

VI. **QUESTIONS.**

Questions for the purpose of clarifying the RFP must be submitted **in writing by email** and must be received no later than **4:00 p.m. on February 20th, 2026**. Questions must be emailed to Ms. Margie Arce at miriamg@craneeng96.com. Questions and responses will be posted and issued to each proposer as an "Addendum to the Webb County Drainage District (WCDD) RFP 2026-001 for Legal Services" on the WCDD website at <https://webbcountydrainage.com/> by 4:00 p.m. on February 27, 2026. (one week before deadline) Please note that submissions of questions for response do not in any way enhance or guarantee the chances of receiving a contract through this proposal.

VII. **GENERAL INFORMATION.**

A. **Contract Award**

WCDD reserves the right to award the contract in a manner deemed to be in the best interests of WCDD.

B. **Stability of Proposed Prices**

Any price offerings from Proposers must be valid for a period of 60 days from the due date of the proposals.

C. **Amendment or Cancellation of the RFP**

WCDD reserves the right to cancel, amend, modify, or otherwise change this RFP at any time if it deems it to be in the best interests of WCDD.

D. Proposal Modifications

No additions or changes to any proposal will be allowed after the proposal due date, unless such modification is specifically requested by WCDD. WCDD, at its option, may seek Proposer retraction and clarification of any discrepancy or contradiction found during its review of proposals.

E. Proposer Presentation of Supporting Evidence

Proposers must be prepared to provide any evidence of experience, performance, ability, and/or financial surety that WCDD deems necessary or appropriate to fully establish the performance capabilities represented in their proposals.

F. Proposer Demonstration of Proposed Services and/or Products

Proposers must be able to confirm their ability to provide all proposed services.

G. Erroneous Awards

WCDD reserves the right to correct inaccurate awards. This includes revoking the awarding of a contract to a Proposer and subsequently awarding the contract to a different Proposer.

Such action shall not constitute a breach of contract on the part of WCDD because the contract with the initial Proposer will be deemed voided as if no contract were ever in place.

H. Ownership of Proposals

All proposals shall become the property of WCDD and will not be returned.

I. Ownership of Subsequent Products

Any product, whether acceptable or unacceptable, developed under a contract awarded as a result of this RFP shall be the sole property of WCDD unless otherwise stated in the contract.

J. Oral Agreement or Arrangements

Any alleged oral agreements or arrangements made by Proposers with WCDD will be disregarded in any proposal evaluation or associated award.

K. Not a Contract

This RFP is not a contract and, alone, shall not be interpreted as such. Rather, this RFP serves only as the instrument through which proposals are solicited. WCDD will pursue negotiations with the highest scoring proposal. If, for some reason, WCDD and the initial Proposer fail to reach consensus on the issues relative to a contract, then WCDD may commence contract negotiations with other Proposers. WCDD may decide at any time to start the RFP process again.

The selected Proposer will be required to sign a formal contract.

L. Subcontractors

WCDD must approve any and all subcontractors utilized by the successful Proposer prior to any such subcontractor commencing any work. Proposers acknowledge by the act of submitting a proposal that any work provided under

the contract is work conducted on behalf of WCDD and that the WCDD Executive Director or designee may communicate directly with any subcontractor as WCDD deems necessary or appropriate.

It is also understood that the successful Proposer shall be responsible for all payment of fees charged by the subcontractor(s). A performance evaluation of any subcontractor shall be provided promptly by the successful Proposer to WCDD upon request. The successful Proposer must provide the majority of services described in the specifications.

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