

SPRING BRANCH MANAGEMENT DISTRICT
CITY OF HOUSTON, TEXAS

REQUEST FOR QUALIFICATIONS
AND PROPOSAL FOR
GENERAL LEGAL SERVICES

SPRING BRANCH MANAGEMENT DISTRICT
CITY OF HOUSTON/HARRIS COUNTY, TEXAS

The Board of Directors of Spring Branch Management District seeks a proposal from a qualified, experienced law firm to perform general legal services in a cost efficient, proactive manner. Services shall include, but not be limited to, provision of high-quality and timely legal opinions and advice to the District's Board of Directors and administrative staff, especially as they pertain to projects and proposals having legal ramifications and as they relate to economic and community development, public-private partnerships and related matters; attending regular board meetings and occasional special called meetings; representing the District in all legal matters; reviewing and drafting a variety of legal documents as may be required; assisting the District staff in responding to information requests from the public regarding the Texas open government laws, and assisting with other legal matters as may be necessary or required.

The Spring Branch Management District is a municipal management district created by House Bill No. 3629, Acts of the 78th Legislature, Regular Session 2003 (amended by House Bill No. 3560, Act of the 79th Legislature, Regular Session 2005, codified as Chapter 3830, Texas Special District Local Laws Code, and is governed by the Act and by Chapter 375, Texas Local Government Code.

The Board holds its regular meeting on the third Thursday of each month at 12:00 p.m. (Noon) at 9600 Long Point Road, Suite 250, Houston, Texas 77055, and anticipates selecting a qualified legal firm to begin work on or before January 18, 2024. If you are interested in providing general legal services, please send your qualifications and proposal by mail or e-mail no later than 5:00 p.m., Thursday, January 11, 2024, to:

Linda Clayton
Spring Branch Management District
c/o Hawes Hill & Associates LLP
PO Box 22167
Houston TX 77227-2167
Phone: 713-595-1260
E-mail: lclayton@haweshill.com

For questions and more information, please call or e-mail Linda Clayton.