



CITY OF CLUTE, TEXAS

REQUEST FOR QUALIFICATIONS (RFQ): PROFESSIONAL PROSECUTION SERVICES CLUTE MUNICIPAL COURT (NON-COURT OF RECORD)

RFQ No.: COC Legal 26-001

Issued: February 3, 2026

Submittal Deadline: 5:00 PM, Tuesday, February 10, 2026

I. INTRODUCTION

The City of Clute, Texas (“City”), is soliciting Statements of Qualifications (“SOQs”) from qualified attorneys or law firms to provide professional municipal prosecution services for the Clute Municipal Court, a non-court of record, in accordance with applicable provisions of Texas law. The City intends to select the most qualified respondent to serve as City Prosecutor pursuant to a professional services agreement approved by the Clute City Council.

II. SCOPE OF SERVICES

The City Prosecutor shall provide professional legal services including but not limited to prosecution of cases within the jurisdiction of the Clute Municipal Court, court appearances, preparation of legal documents, coordination with police and court staff, plea negotiations, appeals when required, and other customary prosecutorial duties. The position is part-time but may require additional hours.

The City Prosecutor shall report to and be supervised by the City Attorney and is expected to maintain timely, professional, and efficient responsiveness to the Court staff and all other parties, consistent with ethical obligations.

III. MINIMUM QUALIFICATIONS

Licensed in Texas, criminal law experience, knowledge of non-court of record procedures, strong communication skills, and professionalism.

IV. PREFERRED QUALIFICATIONS

Municipal prosecution experience, Brazoria County familiarity, and government legal experience.

V. STATEMENT OF QUALIFICATIONS REQUIREMENTS

Cover letter, experience summary, role understanding, resumes, fee structure, references, and conflict of interest certification.

VI. SELECTION PROCESS

Evaluation based on qualifications, experience, responsiveness, and fees. Interviews may be conducted.

VII. TERM OF SERVICES

Initial one-year term with renewal options subject to Council approval.

VIII. CONFLICT OF INTEREST CERTIFICATION

Certification of compliance with Chapter 171 of the Texas Local Government Code.

IX. PROFESSIONAL RELATIONSHIP AND ETHICAL CONSIDERATIONS

Independent judgment, ethical compliance, and effective working relationships required.

X. RESERVATION OF RIGHTS

The City reserves the right to reject submissions or cancel the RFQ.

XI. SUBMISSION INFORMATION

Responses should be submitted via email to the City Attorney:
cityattorney@clutetexas.gov

Or they may be addressed and hand delivered to:

City Attorney – RFQ Response
Clute City Hall
108 E. Main Street
Clute, Texas 77531