

City of Rock Valley

REQUEST FOR PROPOSAL (RFP)

Legal Services – Nuisance Property Abatement

Issue Date: June 11, 2025

RFP Number: 2025-3

Deadline for Submission: 4:00 PM, June 25, 2025

1. Introduction

The City of Rock Valley (“the Municipality”) is seeking proposals from qualified attorneys or law firms to provide legal services related to the abatement of approximately forty (40) nuisance properties located within the jurisdiction. The selected attorney or firm will work in coordination with the Municipality’s code enforcement, police, and planning departments to initiate and pursue legal remedies necessary to abate public nuisances and improve community safety and livability.

2. Scope of Work

The attorney or firm will be expected to provide the following services:

- Review and assess property files for each of the 40 identified nuisance homes.
- Advise the Municipality on legal strategies for abatement, including civil litigation, code enforcement actions, or other remedies as appropriate.
- Prepare and file legal documents necessary to pursue nuisance abatement actions.
- Represent the Municipality in court proceedings related to these properties.
- Coordinate with relevant departments and attend necessary hearings or meetings.
- Assist in obtaining court orders for cleanup, demolition, or receivership if warranted.
- Track and report on case progress and outcomes.

3. Minimum Qualifications

- Licensed to practice law in the State of Iowa.
- Experience with nuisance abatement, housing law, municipal law, or similar fields.
- Strong litigation and negotiation skills.
- Ability to work collaboratively with municipal staff and departments.

4. Proposal Requirements

Proposals must include the following:

- Cover letter summarizing interest and qualifications.
- Description of relevant experience, including similar cases handled.
- Resumes or CVs of attorney(s) to be assigned to this work.
- Fee schedule and estimated costs (hourly rate or flat fee structure).

- Three professional references with contact information.
- Statement of availability and estimated timeline for case resolution.

5. Evaluation Criteria

Proposals will be evaluated based on:

- Relevant experience and qualifications.
- Demonstrated knowledge of nuisance abatement law and procedures.
- Cost-effectiveness and clarity of fee structure.
- Responsiveness and completeness of the proposal.
- References and past performance.

6. Submission Deadline

All proposals must be submitted in writing or electronically to:

Tom Van Maanen, City Administrator
City of Rock Valley
1303 10th Street, PO Box 100, Rock Valley, IA 51247
tomvm@cityofrockvalley.com
712-476-5707

Deadline for submission:

- RFP Issued: June 11, 2025
- Proposals Due: 4:00 PM on June 25, 2025
- Selection Announcement: July 3, 2025
- Anticipated Start Date: July 11, 2025

7. Additional Information

The City of Rock Valley reserves the right to reject any or all proposals, to waive informalities in any proposal, and to select the proposal that, in its judgment, best serves the interests of the Municipality.