

BRAYS OAKS MANAGEMENT DISTRICT  
(Harris County Improvement District No. 5)  
CITY OF HOUSTON, TEXAS

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REQUEST FOR QUALIFICATIONS  
AND PROPOSAL FOR  
GENERAL LEGAL SERVICES

BRAYS OAKS MANAGEMENT DISTRICT  
CITY OF HOUSTON/HARRIS COUNTY, TEXAS

The Board of Directors of Brays Oaks 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 Brays Oaks Management District is a municipal management district created by Senate Bill 99, Acts of the 79<sup>th</sup> Legislature, Regular Session 2005, amended by House Bill No. 4771, Acts of the 81<sup>st</sup> Legislature, Regular Session and House Bill No. 2670, Acts of the 82<sup>nd</sup> Legislature, Regular Session, codified as Chapter 3834, 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 Tuesday of each month at 12:00 p.m. (Noon) at Brays Oaks Tower located at 10103 Fondren, Houston, Texas 77096, and anticipates selecting a qualified legal firm to begin work on or before January 23, 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., Monday, January 15, 2024, to:

Linda Clayton  
Brays Oaks Management District  
c/o Hawes Hill & Associates LLP  
PO Box 22167  
Houston TX 77227-2167  
Phone: 713-595-1260  
E-mail: [lclayton@haweshill.com](mailto:lclayton@haweshill.com)

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