

REQUEST FOR PROPOSALS FOR PERRY CITY CIVIL LEGAL SERVICES

Request is hereby made for a proposal for a contract with Perry City for Civil Legal Services, as follows:

- I. **Submission and Deadline.** Proposals should include a letter of intent, a resume, qualifications and proposed costs of services -on a fixed rate basis (preferred), or on an hourly basis- and must be submitted and received by Shanna Johnson, H.R. Director, at the Perry City Offices, 3005 South 1200 West, Perry, Utah 84302 (Fax No. 435-723-8584; Phone No. 435-723-6461; or email, shanna.johnson@perrycity.org) no later than 4:30 p.m. on Wednesday, February 27, 2019.
- II. **Project Work Description/Scope:**

The attorney or legal firm selected for civil attorney services will be responsible for all aspects of civil municipal representation, including:

 - Attend all city council meetings (the council meets on the 2nd and 4th Thursday at 7:00 pm of each month), other meetings such as Planning Commission as necessary, and providing legal advice as necessary or requested at those meetings;
 - Provide legal advice related to development and implementation of city projects and programs, as well as land use applications and issues;
 - Draft, review, and provide input into the development of Ordinances, and Resolutions (including codification);
 - Draft, review, and provide input into the development of all contracts, agreements, and interlocal agreements;
 - Represent the city in any legal and/or civil actions where the city is a party (including prosecution services, appeals to the district court of final administrative decisions, and land use decisions);
 - Provide legal advice based on an in-depth understanding of LUDMA and other applicable state laws;
 - Supervise and assist outside counsel work, (i.e. prosecuting attorney, special litigation, etc.);
 - Monitor and implement any legislative changes involving the City;
 - Assist as requested in employee discipline, grievances, personnel policies, and other personnel work involving legal interpretation, advice or representation;
 - Estimated work hours to average between 8 to 20 hours per week, as needed. On site work, hours will be negotiated.
- Minimum Qualifications**

The attorney shall be licensed in the State of Utah, with legal experience, and with experience working with municipalities or local government.

Selection. All bids received by the deadline will be opened by the Mayor and the H.R. Director, and the Mayor will make recommendations to the City Council based upon criteria including, but not limited to, past performance, experience, integrity, reliability, availability, reasonableness of contract pricing, and other factors that Perry City uses to assess the ability of a bidder to perform fully and in good faith the contract requirements for these services. Appointment will occur after approval of the professional services contract by the City Council.
- III. **Questions.** All questions relative to this request for proposals prior to the opening of the bids shall be directed to Shanna Johnson H.R. Director.
- IV. **Reserved Rights.** This Request for Proposals is not an offer of employment. No minimum number of hours is guaranteed. Perry City, by and through its elected officials, reserves the right to reject any or all proposals, to waive any informality in a proposal, and to make awards in the interest of Perry City.