

REQUEST FOR PROPOSAL FOR LEGAL SERVICES

INQUIRIES AND PROPOSALS SHOULD BE DIRECTED TO:

Chairman Harold L. Merritt
Big Plains Water and Sewer Special Service District
688 N Paradise Ln, Bldg A
Apple Valley Utah 84737
435-877-1906

hmerritt@applevalleyut.gov

I. GENERAL INFORMATION.

- A. **Purpose.** This request for proposal (RFP) is to contract for legal services to be provided to **The Big Plains water and Sewer Special Service District (The District)** indefinitely.
- B. **Who May Respond:** Only attorneys who are currently licensed to practice law in **Utah** and maintain an office in **Utah**, or law firms including such attorneys, may respond to this RFP.
- C. **Instructions on Proposal Submission.**
1. **Closing Submission Date.** Proposals must be submitted no later than **1:00 P.M. November 5, 2018.**

2. **Inquiries.** Inquiries concerning this RFP should be mailed or emailed to:

Chairman Harold L. Merritt
Big Plains Water and Sewer Special Service District
688 N Paradise Ln, Bldg A
Apple Valley Utah 84737
hmerritt@applevalleyut.gov

3. **Conditions of Proposal.** All costs incurred in the preparation of a proposal responding to this RFP will be the responsibility of the Offeror and will not be reimbursed by the **District**.

Instructions to Prospective Contractors. Your proposal should be addressed as follows:

Chairman Harold L. Merritt
Big Plains Water and Sewer Special Service District
688 N Paradise Ln, Bldg A
Apple Valley Utah 84737

It is important that the Offeror's proposal be submitted in a sealed envelope clearly marked in the lower left-hand corner with the following information:

Request for Proposal
Legal Services
November 5, 2018 1:00 p.m.

4. **Sealed Proposal for Legal Services**

B. Organization, Size, Structure, and Areas of Practice. If the Offeror is a firm, it should describe its organization, size, structure, areas of practice, and office location(s). Indicate, if appropriate, if the firm is a small or minority/owned business. Also include copy of Equal Opportunity/Affirmative Action Policy, if the firm has one.

C. Attorney Qualifications. The Offeror should have experience in the following areas: real estate including bond financing; government grants and contracts; labor and employment; general business: water and sewer. The Offeror should describe the qualifications of attorneys to be assigned to the representation.

1. Professional and education background of each attorney.
2. Overall supervision to be exercised.
3. Prior experience of the individual attorneys with respect to the required experience listed above. Only include resumes of attorneys likely to be assigned to the representation. Education, position in firm, years and types of experience, and continuing professional education will be considered.

D. Price. The Offeror's proposed price should include information on the hourly billing rates of each attorney or other legal staff who is expected to work on this representation and charges for expenses, if any, such as legal research, copies, and faxes. Also include a monthly flat fee that would be charged to advise on routine matters that could be handled over the telephone or otherwise without extensive research or other legal work. CAA reserves the right to negotiate with the Offeror on the structure of the billing and/or retainer fee.

IV. PROPOSAL EVALUATION

Submission of Proposals. All proposals shall include an original and **3** copies.

Evaluation Procedure and Criteria. The Districts Chairman and appropriate staff will review proposals and make recommendations to The District Board for final approval. The Chairman and/or Board may request a meeting with some qualified Offerors prior to final selection. Proposals will be reviewed in accordance with the following criteria:

- 1. Proposed approach to scope of work.**
- 2. Level of experience of the individual(s) identified to work on this matter.**
- 3. The Offeror's experience with similar clients and legal matters.**
- 4. Response from references.**
- 5. Cost.**
- 6. Interviews, if conducted.**