



REQUEST FOR PROPOSAL FOR LEGAL SERVICES

INQUIRIES SHOULD BE DIRECTED TO:

Mayor Pro Tem Kevin Sair
Town of Apple Valley
1777 N Meadowlark Dr
Apple Valley Utah 84737
435-877-1190
ksair@applevalleyut.gov

I. GENERAL INFORMATION.

- A. **Purpose.** This request for proposal (RFP) is to contract for legal services to be provided to **The Town of Apple Valley (The Town)** 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 **3:00 P.M. April 13, 2022.**
 - 2. **Inquiries.** Inquiries concerning this RFP should be mailed or emailed to:

Mayor Pro Tem Kevin Sair
Town of Apple Valley
1777 N Meadowlark Dr
Apple Valley Utah 84737
435-877-1190
ksair@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 **Town**.

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

**Jenna Vizcardo, Clerk
Town of Apple Valley
1777 N Meadowlark Dr
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
April 13, 2022 3:00 p.m.

4. Sealed Proposal for Legal Services

Failure to submit in a sealed envelope may result in premature disclosure of your proposal. It is the responsibility of the Offeror to ensure that the proposal is received by The Town, by the date and time specified above. Late proposals will not be considered.

5. Right to Reject. The Town reserves the right to reject any and all proposals received in response to this RFP. A contract for the accepted proposal will be drafted based upon the factors described in this RFP.

7. Notification of Award. It is expected that a decision selecting the successful Firm will be made at the Town Council regular meeting on April 14, 2022. Upon conclusion of final negotiations with the successful Firm, all Offerors submitting proposals in response to this Request for Proposal will be informed, in writing, of the name of the successful consultant. It is expected that the contract shall be a Two (2) Year fixed price contract with options for renewal as well as specific fees considered for other types of work.

D. Description of Entity. The Town is a municipality that serves Washington county residents in the Town of Apple Valley in the State of Utah. The Town provides services as follows: Fire, Town Administration, Public Works, and Parks and Recreation. It is home to approximately 800 residents.

The administration consists of one (1) mayor and four (4) council members, and five (5) Planning Commission members.

II. SCOPE OF SERVICES. The Offeror shall be readily available to perform the following legal services, as follows:

- 1. Review, draft, and negotiate contracts and leases**
- 2. Advise on individual labor and employment matters**
- 3. Review personnel, fiscal and other policies, as well as corporate by-laws**
- 4. Attend Council and Committee meetings as necessary**
- 5. Advise on government grant and contract issues**
- 6. Advise on responses to subpoenas, court orders, and requests for information from third parties**
- 7. Defend lawsuits, administrative claims, or other legal claims**
- 8. Conduct litigation as necessary**
- 9. Other legal services as needed**

Although it is preferable for an attorney or firm to submit a proposal covering all of the above areas, the Town will consider proposals for subsets of these areas.

Offeror shall be prepared to submit detailed billing statements for all services billed at an hourly rate, if any, broken down into time increments of no more than a quarter hour. Offeror shall also include summaries of work performed

III. PROPOSAL CONTENTS. The Offeror, in its proposal, shall, as a minimum, include the following;

A. Legal Experience. The Offeror should describe its legal experience, including the names, Addresses, contact persons, and telephone numbers of at least three clients, preferably Including clients similar to the Town Experience should include the following categories: Experienced Advising clients in similar programs and government 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).

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. 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. The Town 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 **4** copies.

Evaluation Procedure and Criteria. The Town Council will open Proposals at the April 14, 2022 regular meeting to review 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.**