



REQUEST FOR PROPOSAL FOR LEGAL SERVICES

Blanding City is seeking proposals for Legal Services with multiple years of experience and a background in government contracts, local government counsel, and serving as a Justice Court prosecutor. The selected proposal will work closely with our City Manager, Department Directors, Justice Court, the Mayor, and City Council.

Scope of Agreement

The scope of work within the agreement will provide:

1. Advise and act as legal counsel for City officials engaged in their official duties and responsibilities.
2. Represent the City in all civil matters.
3. Assist the City in coordinating legal representation with the City insurance claims representatives.
4. Act as prosecutor for all City criminal cases brought for violations of Utah State Code and local ordinances.
5. Act as legal counsel for all City sanctioned sub-organizations and committees.
6. Assist City officials in drafting legal correspondence, local ordinances, and internal policies.

Deliverables

The selected vendor will provide the following regarding inventory:

1. Meet weekly with the City Administration, as needed.
2. Attend City Council meetings on the 2nd and 4th Tuesday evenings of every month, as needed.
3. Attend Planning Commission meetings on the 1st Thursday evening every month, as needed.
4. Act as City Prosecutor and attend Justice Court every Wednesday or respective court dates.

Resources

Blanding City asks respondents to base their proposal cost on time and effort needed to complete the Scope of Work. The City may consider proposals for partial services, such as acting just as the City Prosecutor or just as the City Attorney. However, preference will be given to proposals that provide the full scope of work and deliverables.

Project Timetable

1. Request for Proposals open on December 8, 2021
2. Questions can be submitted through email until January 4, 2021
3. Closing Date for Receipt of Proposals - January 5, 2021 by Noon
4. Firm awarded project by January 31, 2022

Approval and Adoption by first City Council meeting in February of 2022

Evaluation of Proposals

The procedure for response to this RFP, evaluation of proposals, and selection:



1. Interested parties will prepare and submit their proposals according to the project timetable contained in "Project Timetable."
2. The City Manager and staff will review all proposals and present them to the City Council for consideration. Preference will be given to proposals that provide the full scope of work and deliverables. The City Council will then make a final selection.
3. A Professional Services Agreement incorporating the provisions, terms and conditions of this RFP will be executed between the City and the selected party.

Acceptance of Proposals

The City reserves the right to reject any or all proposals for any reason and or waive minor irregularities when to do so would be in the best interests of the City.

The responding party agrees that the City may terminate this procurement procedure at any time, and the City shall have no liability or responsibility to the responding party for any costs or expenses incurred in connection with this RFP, or such party's response.

Proposal Submission

Each respondent must submit 1 electronic copy on a flash drive, in PDF form, or an electronic submittal. The proposal needs to be sealed and brought or mailed to Blanding City at 50 W 100 S. The envelope containing the proposal must be clearly labeled "**Blanding City Legal Services.**" Electronic submissions should be emailed to djohnson@blanding.city