



REQUEST FOR PROPOSALS

GARFIELD COUNTY

LEGAL SERVICES FOR WATER RIGHTS CHANGE APPLICATION

HATCH TOWN DAM PROJECT

DUE FEBRUARY 9, 2024

GARFIELD COUNTY

Request for Proposals Summary Page

1. Project: Legal Services for Water Rights Change Application
2. Location: Garfield County Utah
3. Requested Services: Preparation and submission of a change application to the Utah Division of Water Rights as well as legal advice associated with the project.
4. Source of Funding: Garfield County
5. Project Administrator: David Dodds, Public Works Director, P.O. Box 77, Panguitch, Utah 84759, 435-238-0935
7. Type of Proposal Required: Proposal with budget
8. Pre-bid Consultation: As requested
9. Proposals Due Time: 5:00 p.m. February 9, 2024
10. Additional project information can be obtained by contacting the Project Administrator, David Dodds, (435) 238-0935, dave.dodds@garfield.utah.gov

GARFIELD COUNTY
REQUEST FOR PROPOSALS
LEGAL SERVICES FOR WATER RIGHTS CHANGE APPLICATION

I. Introduction

Garfield County is seeking proposals from qualified law firms with expertise in water rights law to assist in making a change application to the Utah Division of Water Rights. The purpose of this application is to change the existing flow rights to storage rights in connection with the planned Hatch Town Dam.

II. Scope of Work

The selected law firm will be expected to provide comprehensive legal services including, but not limited to:

- Preparation and submission of the change application to the Division of Water Rights.
- Legal advice on all aspects of water rights law relevant to the Hatch Town Dam project.
- Representation of Garfield County in any related legal proceedings.
- This project may require the development of a cooperative agreement between water users to ensure sufficient water is converted to storage for the reservoir.

III. Submission of Qualifications

Interested consulting firms are invited to submit their qualifications for consideration. The submission should include the following:

- Firm's background and experience in water rights law
- Detailed approach to handling the change application process
- Profiles of key personnel who will be assigned to this project
- Fee structure and estimated costs
- References from similar projects

IV. Budget

In order for the county to budget and allocate funding, proposals should provide an estimated cost for the preparation and submission of the change application to the Division of Water Rights, as this represents a key deliverable with relatively predictable scope and complexity. For other legal services that may be required, such as consultation, representation in legal proceedings, and ongoing advisory roles, we understand that precise cost predictions may be challenging due to the varying nature of these tasks. Therefore, for these services, law firms are requested to provide estimated costs based on an associated hourly rate. This estimation should include a detailed breakdown of hourly rates by staff level (e.g., partner, associate, paralegal) and an explanation of any other potential costs or fees that Garfield County may incur. This approach will ensure clarity and fairness in pricing while allowing flexibility to accommodate the evolving needs of the Hatch Town Dam project.

V. Required Completion and Acceptance Criteria

Payment for services will be issued within 30 days of receipt of completion of the work and an acceptable invoice. Individual payments may be made as individual tasks are completed. Final payment shall not be made until all work is completed and the required documentation is submitted.

VI. Pre-Bid Consultation

Pre-bid consultations will be held individually upon request. Questions and answers from these meetings will be documented and posted here:

[https://docs.google.com/document/d/1NpFEUQs7n2-2WjDGNihk0SK7MTFSBymwozLqCsHfZds/edit?usp=drive link](https://docs.google.com/document/d/1NpFEUQs7n2-2WjDGNihk0SK7MTFSBymwozLqCsHfZds/edit?usp=drive_link)

VII. Proposal Deadline

Proposals shall be delivered to the Garfield County Courthouse no later than 5:00 p.m., February 9, 2024. Emailed and faxed proposals will be accepted.

VIII. Number of Proposal Copies and Point of Delivery

Two copies of written proposals or a single copy of emailed proposals shall be delivered to the Garfield County Courthouse, 55 South Main, P.O. Box 77, Panguitch, Utah 84759, Email: dave.dodds@garfield.utah.gov

IX. Proposal Evaluation Process

The Proposal shall be evaluated based on the County's determination of the effectiveness of the proposal in meeting the County's needs. The County may consider previous experience, timeline, approach and methodology, budget, added value, and other important factors. The County's decision will be final.

X. Project Management Responsibility

The selected consultant shall be responsible for complying with federal, state, and local laws and shall possess all required licenses, bonds, and insurance.

XI. Disposition of Proposals

Proposals shall become the property of Garfield County and shall be open to public inspection at the Public Works Office until December 31, 2025.