

COALVILLE CITY



**STATEMENT OF INTEREST AND QUALIFICATIONS
LEGAL SERVICES**

**DUE: August 4th, 2025
5:00 p.m.**

**Coalville City Offices
Attn. RaeShel Hortin
PO Box 188
10 North Main Street
Coalville, UT 84017**

Coalville City
Due: August 4, 2025

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COALVILLE CITY
REQUEST FOR STATEMENT OF INTEREST AND QUALIFICATIONS

LEGAL SERVICES

DUE: August 4, 2025

I. GENERAL

A. Intent of Request for Statement of Interest and Qualifications (SOIQ)

The purpose of this request for Statement of Interest and Qualifications is to solicit competitive sealed proposals from qualified and experienced individual(s) or firm(s) to provide legal services for Coalville City (the “City”). Based on the information submitted, one to three firms whose experience and qualifications will best serve the interests of the City and on whom we can rely for competent experienced legal services may be selected to provide legal counsel to the City.

B. Coalville City Background

The City of Coalville is a rural and growing community located just off the I-80 corridor next to Echo Reservoir in Summit County. Coalville is the county seat of Summit County and has a current population of 1,561. Coalville City owns and operates both a culinary water and wastewater utility.

The form of government for Coalville City is a six-member council form of government with a Mayor that while a member of the Council does not vote except in cast of a tie vote by the council. The positions of City Council and Mayor are all elected positions. The City also has a seated Planning Commission whose members are all appointed by the Mayor and Council. The City employs eight full-time employees. Coalville City has an annual general fund budget of approximately \$1.5 million.

C. Scope of Legal Services

Legal services required by the City include, but are not limited to:

1. General Governance. Contract/document review and drafting, policy drafting and enforcement, land use counsel and review, special rules for contracting, governmental immunity, and providing written or oral counsel, legal opinions, or advice, as requested.

2. Administrative Law. Interpreting governmental and agency rulings, rules, procedures, and appearing in any federal, state, or local administrative hearing, as requested.
3. Employment. All aspects of employment law from recruitment to termination as well as collective bargaining support, arbitration, mediation, litigation, managing grievance procedures/appeals, harassment claims and discrimination in the workplace claims. This includes, but is not limited to, discrimination complaints before state agencies and the EEOC, defending public sector employers, drafting policies and procedures such as employee handbooks, and binding arbitration.
4. Litigation. Ability to manage, conduct, and oversee litigation in all courts (state, federal, trial, or appellate, general, or special) and administrative agencies (i.e. UALD, Labor Commission, EEOC, etc.).
5. General. All other matters typically associated with municipal operations and other services as may be directed by Coalville City Mayor or designee(s).

D. Eligibility Requirements

To be eligible to respond to this RFQ, the Respondent must be duly admitted to the practice of law in the State of Utah.

Proposals should include:

- Firm's experience with similar or related services for a public sector client.
- Names of primary individuals who would work with the City, including a brief resume of their experience, relevant background, and anticipated duties.
- Disclosure of agent or other relationships between the respondent and any company, contractor, or other agency where the potential for a real or perceived conflict of interest may arise while aiding the City.

E. Other Requirements

To be considered acceptable, proposals must be complete and conform to all material SOIQ instructions and conditions.

1. Proposals Submitted on a Timely Basis. Proposals must be submitted electronically to raeshel.hortin@coalvillecity.gov before 5:00 p.m. on August 4th, 2025. Proposals received after that deadline will be deemed non-responsive and will not be considered for evaluation. **Faxed copies are not accepted.**
2. Non-Discrimination. The Respondent must comply, at all times during the bidding and contracting period, with all applicable Federal, State, County, and City anti-

discrimination laws, ordinances, rules, and regulations. Any violation of this provision shall be considered a violation of a material provision of the audit contract and shall be grounds for cancellation, termination, or suspension.

F. Questions

All questions should be directed to RaeShel Hortic, City Treasurer via email raeshel.hortic@coalvillecity.gov or Mayor Mark Marsh via email mark.marsh@coalvillecity.gov.

G. Return of Proposal

Once received, proposals become the property of the City.

H. Confidentiality

Any information submitted by the respondent deemed confidential or proprietary shall be clearly identifiable. The City shall endeavor to protect confidential material from disclosure to non-City personnel to the extent possible as required by State of Federal law. The City is not responsible for inadvertent disclosure of responses to this SOIQ.

I. Discretion of Coalville City

This is a request for statements of interest and qualifications (SOIQ) and not a purchase order, contract, or offer. As such, the City is under no obligation to respondents. The City reserves the right to reject any or all proposals, to negotiate with any or all firms submitting proposals, and to enter into an agreement with any firm for any services mentioned in this request.

J. Written Agreement

The City will enter into written agreement with the selected law firm(s) or lawyer(s).

K. Evaluation Criteria

Respondents will be selected based on quality of legal services as evidenced by:

1. Responsiveness to Request.
2. Relevant Experience.
3. Strength of references.
4. Perceived ability to best serve the needs of the City.
5. Cost Proposal

Up to four Respondents may be invited for formal interview, in this case, separate evaluation criteria will be provided. Those not invited will receive no further consideration.

L. Required Information

1. Attorney or Firm Name
2. Contact Person
3. Contact Phone
4. Contact Email
5. Statement of Services Proposed
 - Clearly identify in detail all areas of legal service offered to the City, highlighting areas of expertise.
 - Clearly identify any areas of legal service you do not wish to provide.
 - Describe in detail your approach and philosophy toward providing legal services to the City.
6. Qualifications & Expertise
 - Company Profile
 - Primary Business Philosophy
 - Organizational Structure
 - Individual Resumes
 - Applicable licenses and certifications
7. References
 - Provide the company name, address, contact name, phone number, and email address of companies or organizations that your firm has provided comparable services to as outlined in the request. Provide a brief description of work performed, as well as the dates and duration of your services. Please limit the references to a minimum of three and a maximum of five.
8. Additional Information (Optional)
 - This is an opportunity to address areas not specifically mentioned in the RFP, such as the added value your firm brings to a partnership with the City, what sets your firm apart from your competitors, and why your law firm is the right partner for Coalville City.
9. Cost Proposal (Separate Envelope)
 - Cost will be evaluated separately from the technical proposal. Please enumerate all costs associated with the services offered in relation to the scope of work described in item #5. Any costs not listed in your proposal will not be paid to the awarded firm at the time of invoicing and payment after services are completed.

M. Proposal Calendar

It is anticipated that the following schedule will be followed:

07/07/2025	SOIQ released.
08/04/2025	Proposals due Proposals must be submitted by an official of the firm authorized to bind the firm and the proposed terms for a period of sixty (60) days from the due date.
08/04/2025 - 08/22/2025	Evaluation of Proposals. The City may request formal written clarification of any item. Potential Oral Interviews with selected firms.
08/25/2025	City Council Approval

Schedule A

CERTIFICATION OF PROPOSAL

Professional Legal Services

I (we) have read the Coalville City Request for Statement of Interest and Qualifications (SOIQ) and fully understand its intent. I (we) certify that I (we) have adequate personnel and resources to fulfill the proposal requirements. I (we) further understand that our ability to meet the criteria and provide the required services shall be judged solely by Coalville City.

I (we) further certify that, since the receipt of this SOIQ, no contact, discussion, or negotiation has been made nor will be made regarding this proposal with any Coalville City employee or City Official other than the appropriate contact people identified in the Request for Proposal.

I (we) certify that all forms and addenda contained herein shall be considered part of the entire RFP response and that the complete documents submitted shall be considered a legally binding document. Furthermore, I (we) are prepared to comply with all requirements contained therein.

I (we) agree to hold the RFP amount(s) firm for sixty (60) days to give the City adequate time to evaluate this proposal.

I (we) agree that any knowledge, experience, process, or product developed as a result of this scope of work may be replicated by the City for future use and/or projects.

Submitted By:

Legal Name of Submitting Firm

Authorized Agent Signature

Name and Title

Date Signed

Schedule B

PASS/FAIL CRITERIA

1. I/We are qualified and licensed to practice law in both the State of Utah and in U.S. Federal Court within the state. If a law firm, this applies to all principals, attorneys, and staff that are assigned to work for the City.

YES / NO

Comment _____

2. I/We are currently in good standing with the State of Utah. If a law firm, this applies to all principals, attorneys, and staff that are assigned to work for the City.

YES / NO

Comment _____

3. I/We certify that at no time nor in any state, been fined or had a license to practice law suspended or revoked by the American Bar Association in any state. If a law firm, this applies to all principals, attorneys, and staff that are assigned to work for the City.

YES / NO

Comment

4. I/We have experience and expertise representing governmental entities in at least one (1) of the disciplines listed under the scope of work.

YES / NO

Comment

5. I/We are capable and willing to respond quickly to questions and provide immediate guidance on time-sensitive issues when the Board is required to take immediate action or provide an immediate legal response.

YES / NO

Comment

6. I/We are capable and willing of meeting, in person with the City Council, Commissions, and Administration, at locations within Coalville City boundaries, without unnecessary travel expenses. This implies that the firm or individual must have a local presence within approximately sixty miles of Coalville City boundaries.

YES / NO

Comment

7. I/We certify that I/We have an insurance policy to cover Attorney Malpractice in the amount of not less than \$500,000. A copy of the policy will be provided to the Purchasing Department before a contract will be signed with the City.

YES / NO

Comment

Schedule C

COST PROPOSAL

Hourly Rate:

Principal ----- \$ _____ per/hr.

Attorney ----- \$ _____ per/hr.

Admin. Support ----- \$ _____ per/hr.

Annual Retainer (If applicable) ----- \$ _____

Other Services (Please List Below)

\$ _____

\$ _____

Or

Unlimited Access (Annual) \$ _____

(Any deviation from this format may result in disqualification of proposal)