

**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**

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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](mailto: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 Hortin, City Treasurer via email [raeshel.hortin@coalvillecity.gov](mailto:raeshel.hortin@coalvillecity.gov) or Mayor Mark Marsh via email [mark.marsh@coalvillecity.gov](mailto: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 outline 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:

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Legal Name of Submitting Firm

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Authorized Agent Signature

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Name and Title

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Date Signed

**Schedule B**

**PASS/FAIL CRITERIA**



YES / NO	Comment _____
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YES / NO	Comment _____
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YES / NO	Comment _____
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YES / NO	Comment _____
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YES / NO	Comment_____
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YES / NO	Comment_____
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YES / NO	Comment
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## 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)**