

**REQUEST FOR PROPOSALS  
CITY ATTORNEY AND  
PROSECUTING ATTORNEY SERVICES**

**City of Sunset  
Davis County  
State of Utah**

**Response Deadline: 5:00 p.m. Monday, October 16, 2025**

Respondents should submit their proposal in a sealed envelope, clearly marked:

Nicole Supp, Recorder

“RFP for City &/or Prosecuting Attorney Services”

Sunset City Corporation

200 W. 1300 N.

Sunset, UT 84015

*Proposals submitted after the 5:00 p.m. deadline will not be accepted.*

## **REQUEST FOR PROPOSAL**

### **City Attorney and Prosecuting Attorney Services**

Sunset City Corporation, located in Davis County, Utah, invites interested attorneys or law firms to submit written proposals to provide professional services as the Sunset City Attorney and/or prosecuting services for the City. It is the City's intent to hire a contract attorney for one or both of these services or a contract law firm for both of these services.

#### **SCOPE OF SERVICES**

The City intends to enter into a professional services contract covering a three (3) year period involving annual reviews with the successful bidder(s).

The Sunset City Attorney shall perform the following duties:

- A. Serve as the City's legal advisor to all City officials regarding City civil matters and draft all necessary civil legal documents pertinent thereto;
- B. Review and rewrite, as necessary, all City criminal and civil ordinances.
- C. Act as trial attorney on civil litigation on behalf of the City and when the City is not covered by liability insurance;
- D. Provide all necessary clerical support and office facilities in order to perform the duties as stated above; and
- E. Attend meetings of City Council, Planning Commission, and any others when requested by City Mayor or Council.
- F. Monitor pending and current State/Federal legislation and case law as appropriate.

The Prosecuting Attorney shall perform the following duties:

- A. Supervises prosecution of criminal and traffic cases up to and including class "B" misdemeanors and appeals; advises Police Department concerning policy and procedure; screens cases, reviews police reports, statements (written and oral) from complainants; responds to requests from officers to file charges.
- B. Prosecutes criminal and traffic cases as assigned; represents the City in prosecution of various criminal and traffic cases; conducts research; reviews criminal investigation reports; files formal complaints; institutes arrest proceedings; prepares case materials; participates in various examination processes such as discovery and briefings; researches and writes briefs; appears in court and presents evidence and argument.
- C. Conducts pretrial investigation, interviews witnesses and participates in pretrial conferences; negotiates for mutually agreeable solutions and charges; makes recommendations for sentences and represents the City in order to show cause hearings; assures requests for discovery are complied with; conducts investigation of complaints; determines quality of the case and whether or not evidence is sufficient to support probable cause.
- D. Provides legal support to the Police Department and provides updated training and policy.
- E. Coordinates with clerical staff as needed to track case progress and disposition; monitors status; follows various procedures including continuances, appeals, etc.

- F. Drafts various documents including pre-arraignment conference forms and plea in abeyance agreements, consents to release information, notification of enhancement, restitution forms, late letters, formal information and subpoenas (sending out also), etc.

### **CONTENT OF PROPOSAL**

All proposals should include, at a minimum, all of the following information:

- A. Name, address and phone number of individual who would be serving as the City Attorney and/or Prosecuting Attorney for Sunset City.
- B. Name of law firm or agency.
- C. Length of employment with current firm of each attorney included in the proposal.
- D. Educational background to include institutions of higher education attended, degrees received, scholastic honors achieved and dates of degrees.
- E. Date of admittance to the Utah Bar Association for each individual who would be serving Sunset City. Please identify those who are members of the Governmental Law section of the Utah Bar Association and list any professional affiliations.
- F. Specify for each attorney any municipal, civil and/or prosecution experience.
- G. Specify for each attorney any litigation experience and demonstration of good court track record.
- H. Specify the number of hours of continuing legal education (CLE) courses each attorney has taken in the past three years relative to matters material to this proposal.
- I. A minimum of three professional letters of reference and three character letters of reference. All letters of reference should include the address and phone number of the people serving as references.
- J. Hourly rate of City Attorney and/or Prosecuting Attorney.
- K. Other miscellaneous costs to be paid by the City.
- L. Any known limitations or qualifications of the scope of work as City Attorney or Prosecuting Attorney.
- M. Names of other attorneys to be included as legal counsel for Sunset City. Information relative to this item shall include 1, 2 & 3 for each attorney listed.
- N. Availability. All proposals shall indicate the earliest date when service as City Attorney and/or Prosecuting Attorney can commence.
- O. All proposals shall list any legal services either presently provided or provided in the past to other governmental agencies.

**Reserved Rights:** Sunset City reserves the sole right to evaluate the proposals submitted; and to waive any irregularities therein; or to reject any and all proposals, and award a contract as may be in the best interest of Sunset City. The RFP will require a cost proposal from the respondents. Further, this RFP is not to be construed as a contract or as a commitment of any kind; nor does it

commit Sunset City to pay for any cost incurred in the submission of a response or for any cost incurred prior to the execution of a formal contract.

**Selection Procedures:**

- A. The City will review all submissions utilizing a matrix of predetermined, weighted values for each of the required items, and will select three (3) firms receiving the highest scores in the evaluation process.
- B. The three (3) firms receiving the highest score will be invited to participate in an interview with the City Council on October 21<sup>st</sup> at 6:30pm. The firms are requested to limit the number of participants in the interview to two, at least one being a principal of the firm.
- C. Following the interview, the City Council will individually rank each firm from first selection to third. The scores will then be added and the highest score announced.
- D. The City will then enter into negotiations with the firm to establish the value of compensation and other relevant issues.
- E. In the event the City is not able to negotiate a mutually acceptable contract with the successful bidder, it reserves the right to terminate negotiations, and then undertake negotiations with one of the other qualifying firms.

**General Conditions:** Upon submission of a proposal, the proposer hereby certifies as to its own organization, that:

- A. The proposer has examined and carefully studied the RFP;
- B. The proposer is familiar with and is satisfied as to all Federal, State and local laws and regulations that may affect cost, performance and furnishings of the agreement;
- C. This proposal is genuine and not made in the interest of or on behalf of an undisclosed person, firm or corporation and is not submitted in conformity with any agreement or rules of any group, association, organization or corporation; the proposer has not directly or indirectly induced or solicited any other proposer to submit a false or sham bid; the proposer has not solicited or induced any person, firm or corporation to refrain from bidding; and the proposer has not sought by collusion for itself any advantages over any other proposer or over Sunset City.
- D. Failure to read the Request for Proposal and to comply with its instructions will place the proposal at risk of being voided.
- E. Corrections and/or modifications received after the closing time specified in the Request for Proposal will not be accepted.
- F. The proposal must be signed by a designated firm representative or officer who is authorized to bind the firm/individual contractually. Submission of a signed proposal to the City will be interpreted to indicate the firm's/individual's willingness to comply with all terms and conditions set forth herein.

**ADVERTISEMENT**

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Interested attorneys or law firms may obtain a copy of the complete Request for Proposal (RFP) by visiting the Sunset City Offices located at the address below, calling City Recorder Nicole Supp at 801-614-9102 or emailing [nsupp@sunsetut.gov](mailto:nsupp@sunsetut.gov). All inquiries should be made per the information stated above.

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