



REQUEST FOR PROPOSALS FOR CONTRACT ATTORNEY SERVICES

Issued: November 19, 2025
Due: December 10, 2025 at 5:00 pm

General

Pleasant View City Corporation (the City), located at 520 W Elberta Drive, Pleasant View, Utah is requesting submission of proposals for Contract Attorney Services from a qualified individual professional consultant or firm to act as City Attorney.

Pleasant View City is a municipal corporation located in Weber County, Utah and was incorporated in 1945. The City is approximately 45 miles north of Salt Lake City, Utah, and has a current population of approximately 12,000. The City offers a full range of municipal services including: police, parks, recreation, streets, culinary water, sanitary sewer, garbage, storm drainage, and administrative services.

RFP Contact

This Request for Proposal ("RFP") has been prepared by Pleasant View City. The representative and contact for the RFP is Andrea Steiniger, Pleasant View City Administrator. Mrs. Steiniger can be contacted at asteiniger@pleasantviewut.gov or 801-782-8529.

Purpose of RFP & Summary of Needs

The purpose of this RFP is to solicit proposals from qualified attorneys to provide contract legal services for the City. The selected attorney will provide legal advice and opinions on an as needed basis for the City Council, Administration, and City staff as well as provide representation for the City on all legal matters. It is the intent of the City to hire a single attorney rather than a team of attorneys or firm.

The Pleasant View City Council Meetings are typically held on the second and fourth Tuesday of the month at 6:00 pm at Pleasant View City Hall, 520 W Elberta Drive, Pleasant View, Utah, 84414. Attendance at City Council by the City's attorney will typically be required.

Legal recommendations must be accurate and appropriate according to Utah Code, including but not limited to the Utah State Code and relevant federal law.

This RFP is designed to provide basic information sufficient to solicit proposals from qualified attorneys but is not intended to limit a proposal's content or exclude any

relevant, important, or essential information. This RFP is part of a competitive procurement process which is intended to serve the best interests of the City. It also provides each qualified attorney responding to this RFP with a fair opportunity for his or her services to be considered.

Scope of Services/Service Expectations

The following are the primary responsibilities for legal services the City will require from the City Attorney:

- Attend City Council meetings on a quarterly basis; attend other City Board, Commission, or Committee meetings as requested by the City Council or the City Manager.
- Draft and/or review ordinances, resolutions and correspondence, as requested.
- Advise the Mayor, City Council, City Manager, City Department Heads and other city staff on city legal matters.
- Prepare and/or review municipal contracts, development agreements, and other agreements and contracts entered into by the City.
- Research and submit legal opinions on municipal or other legal matters as requested by the City Council or the City Manager.
- Provide written and periodic in-person training session updates on new State or Federal legislation or judicial decisions impacting the City and suggested action or changes in operations or procedures to assure compliance.
- Provide advice on open meeting law, data practice, records retention and privacy issues.
- Legal work pertaining to property acquisitions, property disposals, public improvements, easement dedications, and right-of-way vacations.
- Legal work pertaining to economic development.
- Coordination of outside legal counsel, as needed and as directed by the City Council or the City Manager.
- Performs other legal services and tasks, as requested.

Timeline

The following timeline will be followed with respect to this RFP:

- RFP issued: November 19, 2025
- Response submission deadline: December 10, 2025, at 5:00 pm.

- Evaluation committee review period: December 11, 2025 – January 5, 2025
- Anticipated award of contract: January 6, 2026

Contents of Proposal

The total submitted proposal shall be no more than ten (10) pages in length (excluding the proposed contract form).

Proposals should be submitted with the following guidelines:

A. Submission Time, Place and Manner

An electronic copy (in .pdf form) or a printed copy of the proposal must be received on or before December 10, 2025, at 5:00 pm. Late responses will not be considered. Deliver to the following:

Pleasant View City Office
Attention: Andrea Steiniger
520 W Elberta Drive
Pleasant View, UT 84414
Email: asteiniger@pleasantviewut.gov

B. Responder Information

The first page of the proposal should include:

- Title: "Proposal to Provide Contract Attorney Services"
- Responder Information:
 - Attorney/Law Firm
 - Address
 - Telephone
 - Email

C. Response Criteria

The proposal should address the following:

- Qualifications and ability to provide contract attorney services. Each candidate must be a member in good standing of the Utah State Bar, with at least 5 years' experience as an attorney practicing in municipal law. Please state how many years of experience you have in relevant areas and provide a description of your legal practice and experience. Describe the professional resources available to assist you with Pleasant View City issues.
- Conflicts of Interest: Indicate whether there are any potential conflicts of interest that would affect the ability of you or your firm to fairly represent the City. For each potential conflict of interest, state:
 - The names of the individuals or entities involved.
 - The nature of the conflicts.
 - The steps the responder will take to mitigate the impact of conflicts.

- If you are precluded from identifying the source of the potential conflict, please explain the ethical or other impediment to disclosure.
- References: Please include a list of at least three (3) professional references, including contact information relevant to your practice in law. References of other governmental entities you have represented are preferred. Feel free to also include a list of representative clients as further illustration of experience.
- Contract: Please include a copy of the contract you would expect the City to sign, which contract must conform with the terms, conditions and scope of work described in this RFP.

D. Cost Proposal

Please include all information on cost for the contract attorney services. It is expected that the Cost Proposal will be in the form of an hourly rate. Additionally, please indicate any costs to be billed separately from the proposed hourly rate that will require reimbursement. The hourly fees must be guaranteed for the term of the contract.

E. Accuracy of the Proposal

All proposals will be relied upon to be true and accurate. The City will rely on this information when evaluating each submission based on the criteria listed in the Evaluation and Contract section below.

Evaluation and Contract

Evaluation Criteria

An evaluation and selection committee will meet to consider all responsive proposals submitted and rank the proposals. The City plans to make up an evaluation committee to consist of the Mayor, City Administrator, and one (1) or more City Council Members. If a responder is eliminated during the evaluation process, he or she will be notified in writing.

Evaluation of the proposals will be based on the following:

- Qualification and expertise
- Conflicts of interest (lack of)
- References
- Years of practice and relevant experience
- Proposed contract provided and in conformance with the RFP
- Cost proposal

The selection committee may choose to interview candidates or recommend candidates to be interviewed at a City Council meeting.

Contract

A contract will be awarded (pending successful contract negotiations) to the responder whose proposal is the most advantageous to the City, taking into consideration the fee proposal and other evaluation factors described in this RFP.

The contract will be for a period of up to five (5) years and may be cancelled at any time with 30 days' written notice from either the City or the contractor. Hourly rates must be guaranteed for the term of the contract.

Addenda

In the event that it becomes necessary to revise any part of this RFP, respondents and any other person requesting such information, will be notified by email that a copy of the addenda is available. It is the responsibility of each respondent to ensure that the contact information given to the City is correct. The final date for the issuance and notifying of addenda will be three (3) business days prior to the due date of the RFP.

Protected Information

As a governmental entity, Pleasant View City is subject to the Government Records Access and Management Act, Title 63G, Chapter 2 of the Utah Code, and cannot guarantee that information provided in a proposal will not be subject to disclosure under GRAMA.

Cost of Responding to RFP

All expenses related to responding to this RFP, including but not limited to preparing, submitting and presenting a proposal; attending a meeting in relation to this RFP; discussions; and all travel, dining, lodging and communications expenses will be borne by the responder. Responder will not bill for any expenses that were incurred prior to the time that the contract is signed.