



NAPLES CITY

REQUEST FOR PROPOSALS

CITY ATTORNEY AND CIVIL LEGAL COUNSEL SERVICES

Naples City is accepting proposals from qualified attorneys or law firms to provide civil legal counsel services. The selected attorney or firm will serve as an independent contractor and legal counsel to Naples City.

Scope of Services

Services may include:

- Representing Naples City in civil matters, administrative proceedings, and litigation.
- Providing legal advice to the Mayor, City Council, and City staff.
- Attending City Council and other meetings when requested.
- Drafting, negotiating, and reviewing contracts, ordinances, resolutions, bonds, financial agreements, development agreements, and other legal documents.
- Conducting legal research and providing written or oral legal opinions.
- Reviewing ordinances, resolutions, policies, plats, land-use documents, contracts, agreements, and other City records; signing or approving plats and legal contracts when required and authorized by Naples City; and providing legal review and guidance regarding requests and matters arising under Utah's Government Records Access and Management Act (GRAMA).
- Assisting City departments with civil complaints, code enforcement, ordinance violations, and compliance matters.
- Initiating, preparing, filing, prosecuting, defending, negotiating, and resolving civil or administrative legal actions on behalf of Naples City, including actions related to code enforcement and violations of City ordinances, as directed and authorized by the City.
- Preparing legal notices, compliance letters, pleadings, and other legal correspondence.
- Advising the City concerning changes in federal and Utah law.
- Performing other civil legal services requested by Naples City.

Criminal prosecution services are excluded unless separately agreed upon in writing.

Qualifications

The attorney primarily responsible for providing services must:

- Hold a Juris Doctor degree.
- Be an active member in good standing of the Utah State Bar.

- Be eligible to practice before applicable state and federal courts in Utah.
- Possess knowledge of municipal and local-government law.
- Have no conflict of interest that would interfere with representing Naples City.

At least two years of experience in civil litigation, municipal law, or providing civil legal services to a governmental entity is preferred.

Proposal Requirements

Proposals should include:

1. The attorney's or firm's name and contact information.
2. A summary of relevant qualifications and experience.
3. The names and qualifications of attorneys who will provide services.
4. A description of availability and expected response times.
5. At least three professional references.
6. Proposed hourly rates, retainer fees, expenses, and other charges.
7. Disclosure of any existing or potential conflicts of interest.
8. Evidence of professional liability insurance.
9. Any exceptions to the requirements of this request.

Evaluation and Selection

Naples City will evaluate proposals based on qualifications, municipal and civil-litigation experience, availability, references, proposed fees, and overall value to the City.

The City may interview selected respondents. Naples City is not required to select the proposal with the lowest fees.

Submission Information

Proposals must be received by **5:00 pm on August 19, 2026** and submitted to:

Naples City

Attn: Micheal Davis, City Manager

1420 East 2850 South

Naples, Utah 84078

Email: mcdavis@naples.utah.gov

Proposals should be marked **"Civil Legal Counsel Services Proposal."**

General Conditions

Proposals may be subject to disclosure under applicable Utah public-records laws. Respondents should clearly identify information they believe is legally protected from disclosure.

Naples City reserves the right to reject any or all proposals, request additional information, conduct interviews, negotiate terms, waive minor irregularities, or cancel this request when determined to be in the City's best interest.

Naples City will not reimburse respondents for costs incurred in preparing or submitting a proposal.