

MT. PLEASANT CITY, UTAH

REQUEST FOR PROPOSALS

CITY ATTORNEY SERVICES

Issue Date	September 3, 2026
Proposal Deadline	September 30, 2026, by 5:00 PM
Submit To	Natalie Crosby, City Recorder 106 W Main Street Mt. Pleasant, Utah 84647 n.crosby@mpcityut.gov

1. Purpose

Mt. Pleasant City is requesting proposals from qualified attorneys or law firms to provide general City Attorney services. The City is seeking counsel with practical experience in Utah municipal law who can provide timely advice and representation to the Mayor, City Council, City staff, boards, commissions, and departments.

2. Scope of Services

- Provide general legal advice to the Mayor, City Council, City staff, and City departments.
- Attend City Council meetings, work sessions, Planning Commission meetings, and other meetings when requested.
- Prepare and review ordinances, resolutions, contracts, agreements, policies, easements, interlocal agreements, development agreements, and other legal documents.
- Advise the City on land use, zoning, annexation, development, code enforcement, and related matters.
- Advise the City regarding open meetings, GRAMA and public records, notices, hearings, and municipal procedures.
- Provide advice on personnel and employment matters.
- Advise on purchasing, public works, utilities, property matters, claims, and other City operations.
- Represent the City in litigation or coordinate with insurance-appointed or specialized counsel when appropriate.
- Provide legal research, written opinions, and other municipal legal services as requested.

3. Qualifications

- Licensed and in good standing with the Utah State Bar.
- Experience in municipal, governmental, or public-sector law in Utah.
- Knowledge of Utah laws applicable to municipalities.
- Ability to respond to City officials and staff in a timely manner and attend meetings in Mt. Pleasant when needed.
- Appropriate professional liability insurance.
- No conflict of interest that would materially interfere with representation of Mt. Pleasant City.

4. Proposal Contents

- 1.Name, address, phone number, email address, and primary contact.
- 2.Brief description of the attorney or firm, including municipal and governmental experience.
- 3.Names and qualifications of the attorney or attorneys who would be assigned to Mt. Pleasant City.

4. List of current or former municipal or governmental clients, if applicable.
5. Description of availability, normal response time, and ability to attend evening meetings.
6. Disclosure of any current or potential conflicts of interest.
7. At least three professional references.
8. Complete fee proposal, including hourly rates, monthly retainer or flat fee, meeting rates, litigation rates, travel, and other charges.
9. Any exceptions to the requested scope or proposed contract terms.

5. Submission and Opening

Proposals must be received by the deadline shown on the first page. Proposals may be delivered, mailed, or emailed to Natalie Crosby, City Recorder, at the address or email listed above. Late proposals may not be considered.

Proposals will be opened by City staff after the submission deadline. Proposal contents will be kept from competing proposers during the evaluation process to the extent permitted by law.

6. General Conditions

- Mt. Pleasant City is not required to select the lowest-cost proposal.
- The City may reject any or all proposals, request clarification or additional information, waive minor irregularities, conduct interviews, or negotiate with one or more proposers.
- The final scope, compensation, term, termination provisions, and other conditions will be set out in a written professional services agreement approved by the City.
- The selected attorney must comply with applicable law and the Utah Rules of Professional Conduct.
- Proposals may be subject to disclosure under applicable public records laws. A proposer claiming that information is protected should clearly identify the information and the legal basis for the claim.
- Costs incurred in preparing a proposal are the responsibility of the proposer.

8. Questions

Questions may be directed to Natalie Crosby, City Recorder, at 435-462-2456 ext. 1 or n.crosby@mpcityut.gov.