

**DELTA CITY
REQUEST FOR PROPOSALS
FOR
LEGAL SERVICES – CIVIL AND/OR CRIMINAL
Dated: April 21, 2025**

Introduction

Delta City is inviting interested law firms with a minimum of 5 years of municipal law experience to submit written proposals to provide legal services, civil and/or criminal, for the City. An evaluation committee composed of City Council members, and others who will select the City Attorney and/or City Prosecutor. The City Attorney is expected to work closely with the City Council.

Background

Delta City operates in a six-member council form of government. The Mayor, who is responsible for the daily activities of the City and is the Chief Executive Officer.

Delta City is a rural, incorporated municipality located in Central Utah in Millard County.

This contract for Legal Services is scheduled to start May 2025. Specific date to be determined.

General Instructions

- Responses must provide complete information as described in this request. Documents shall be submitted by May 5th at 5:00p.m. MST. . The proposals shall be marked: “Delta City, Legal Services RFP” and sent to: **Delta City, 76 N 200 W , Delta, Utah 84624**
- To ensure fairness and uniformity, firms submitting responses are requested not to contact City staff or the City Council: Questions about this RFP may be made to Betty Jo Western, Phone: 435-979-3966 or email: bettyjo@millardk12.org prior to the submission deadline.
- The City reserves the right to reject any and all proposals, to request additional information from any or all Proposers, and to suggest modifications to the terms and conditions or a retainer agreement from that offered by a Proposer.

Term of Agreement and Reviews

The attorney hired will enter into a Contract for four (4) years. The city shall have the right to extend this contract for one additional four (4) year term.. Renewal of the appointment/contract will require reauthorization by the City Council. If both parties cannot agree on prices for a contract extension, the existing contract will be allowed to expire and the legal services will be rebid.

The selected Attorney will be subject to Annual Reviews by the City Council. The review will include the past years work in regards to personal conduct with the City and its residents.

City Attorney Legal Services Requirements

The following are the primary responsibilities for legal services the City will require from the City Attorney on a fixed-fee arrangement:

- Attend City Council meetings as requested by the City Council ; attend other City Board, Commission, or Committee meetings as requested by the City Council.
- Draft and/or review ordinances, resolutions, and correspondence, as requested. By Recorder and or City Council.
- Advise the City Council, 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.
- Provide legal guidance on land use, zoning, contracts, water rights, and municipal water use, employment matters, and other municipal issues.
- 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.

- Provide training on open meeting law, data practice, record retention, and privacy to all new elected officials.
 - 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.
 - Performs other legal services and tasks, as requested.
 - Provide legal assistance to city council members assisting them in their official duties.
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City Prosecutor Legal Services Requirements

The following are the primary responsibilities the City will require from the City Prosecutor on a fixed-fee arrangement:

- Enforcement of City codes, zoning regulations, and building standards through administrative and judicial actions.
- Legal work pertaining to criminal matters of the City such as prosecution and initial proceedings.
- Availability to City officers for legal guidance throughout the day and night.
- Consistently connect and communicate with sheriff Department and individual officers each step of the way from initial contact throughout the entire court process.
- Provide periodic training regarding legal updates, trial preparation, and case studies to help the department improve how investigations are conducted.
- Proactive approach to investigation of complex cases and problems within the city.
- Must be able to keep many cases organized and able to prompt officers and departments toward resolution.
- Represent and prosecute all criminal law matters within Delta City jurisdiction that are not the responsibility of the County Attorney, included, but not limited to, attendance at all Court appearances as scheduled by the Millard County

District Court, assist with coordinating scheduling of officer appearances, reviewing all criminal cases presented for purposes of prosecution, writing complaints, act as a resource to the City's law enforcement agency in development of criminal cases and provide reports to the police department summarizing the prosecution activities/dispositions conducted on behalf of the City.

- Performs other legal services and tasks, as requested.
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Proposal Requirements

Please include all of the following information in the submission packet:

- Executive Summary (Less than 1 page)
- Statement of Qualifications:
 - *Lead Attorney Information
 - *Education of Lead Attorney
 - *Professional Associations and Accomplishments
 - *Professional Experience
 - *Two examples of complex issues you have been involved with (less than two pages)
 - *Responses to the following questions/statements:
 - Confirmation of Utah State Bar standing, and any complaints submitted to the bar.
 - A brief statement showing knowledge in LUDMA, OPMA, GRAMA, Employment law, eminent domain, code enforcement, and other municipal laws
 - Confirmation that you will maintain professional liability insurance, including malpractice insurance..
- Proposal:
 - *Please describe the amount of time that the designated Attorney or Prosecutor will spend addressing the needs of Delta City. The City requests that the designated City Attorney or Prosecutor be available

to meet weekly in person or virtually with City staff. A space will be provided for the City Attorney to work in person.

*Detailed information on the Proposed Fee Structure, including any travel rates, out-of-pocket expenses and billing.

- Conflict of interest disclosure, including if you/your firm has ever been adverse to a municipality.
- References (minimum of 3)

Evaluation and Selection Process

Proposals will be screened and evaluated with the top candidates with the possibility to participate in an interview with the evaluation committee comprised of Delta City Council Members and others. The criteria for evaluating the proposals are listed below:

Criteria	Maximum Points Allowed
Experience and Expertise	25
Qualifications of City Attorney	25
Delta City Hall Office Hours	10
Location of Firm's Offices	10
References	10
Fee Proposal	20
Maximum Points	100

Legal and Contractual Requirements

The selected attorney/firm will be expected to enter into a negotiated contract with the City that is based on your submitted information. The contract will include the scope of services, fees and invoicing, insurance, indemnity, and termination.

Submissions

Submissions should be contained in a sealed envelope. The exterior of the envelope should clearly be labeled "Delta City, Legal Services RFP".

The entire proposal and other components requested in this document should be received no later than 5:00 PM on Monday, May 5, 2025 at the Administrative offices of Delta City, 76 North 200 East, Delta, Utah 84624. Proposals received after this deadline will be considered late and not opened or considered.