



## **REQUEST FOR QUALIFICATIONS Legal Services**

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Vineyard City located at 125 South Main Street Vineyard, Utah is requesting proposals for Legal Services from a qualified firm or qualified professional consultant.

**PROPOSALS MUST BE RECEIVED NO LATER THAN: Friday,  
August 28, 2020 at 5:00 p.m.**

Please include in your submittal the following contact information: 1) Respondent; 2) Date of Submittal; 3) Company Name (if different than 'Respondent'); 4) Mailing Address; 5) Telephone; 6) Fax #. Failure to provide complete contact information may result in rejection of your submittal.

### **BACKGROUND:**

VINEYARD CITY is a municipal corporation of the State of Utah. VINEYARD CITY is a city located in the center of Utah county, Utah comprising an area of six (6) square miles. The current Census population estimate of VINEYARD CITY is 10,066. VINEYARD CITY has grown at a very rapid pace over the last decade, that growth pattern will continue into the future. VINEYARD CITY contracts various municipal services with neighboring agencies including police, fire, and ambulance service; VINEYARD CITY offers utility services including culinary water, sanitary sewer, and storm drainage. The City manages and maintains 4 parks, and operates a recreation program that serves VINEYARD CITY and neighboring communities, and provides a variety of activities. VINEYARD CITY currently has 35 employees operating in 4 departments. VINEYARD CITY has a large redevelopment agency that encompasses 70% of the municipal boundaries. The Redevelopment agency is in year 10 of a 30 year project. VINEYARD CITY has several ongoing state and federal projects that will require time for document review and drafting contracts. This will require working with state and federal agencies including UDOT, UTA, UVU, and UPRR.

### **MINIMAL QUALIFICATIONS:**

All proposals must contain the following information:

1. Company name and contact information.

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2. Resumes or background descriptions of all key personnel.
3. Information on experience related to legal services for municipal work. A minimum of five (5) complete references must be submitted.
4. If associates or subcontractors are normally used, a list of and their qualifications must be included.
5. A summary of the approach the respondent will use to work with VINEYARD CITY Corporation staff to provide services and ensure that communications will be conducted efficiently and that timelines will be met.
6. A proposal for a monthly retainer including a list of all services encompassed within the monthly retainer. In addition, a rate schedule for services not included in the monthly retainer.
7. A specific plan to transition, if necessary, from the current city attorney team to any new team without a loss of continuity.

## **SCOPE OF SERVICES/SERVICE EXPECTATIONS:**

The city attorney will provide services in all appointed cases in all courts in Utah County, including appellate services as required or necessary. Appointment is at the discretion of the Mayor and City Council and the city attorney will serve in all cases in which an appointment is made, even if you disagree with the propriety of the case.

The contract will include provisions to allow any administrator or control person to be substituted with another in the event of a material breach of contract as well as a liquidated damages provision.

## **LENGTH OF CONTRACT:**

Any contract resulting from this RFQ will be between VINEYARD CITY Corporation and the successful consultant. The initial contract will be for a period of five (5) years, with an option for a three year extension at the City's sole discretion. The City reserves the right to contract with other qualified professional firms or individuals for similar services during the period of the contract.

## **SELECTION PROCESS AND SCHEDULE:**

Proposals may be evaluated by VINEYARD CITY elected city officials and others. The top three (3) to five (5) respondents may be interviewed to determine their likelihood for meeting the legal services needs of VINEYARD CITY. Proposals will be evaluated on evidence of understanding of the objectives and work involved, and on the demonstrated capability of the respondent to accomplish the work.

Price is a single criterion, not the deciding one. The City will also consider experience, reputation, skills, the specifics of the proposal, and the input of elected city officials and others.



## **SUBMITTAL PROCESS/REQUIREMENTS:**

Proposals shall be submitted in writing in a sealed envelope plainly marked on the outside: Statement of Qualifications for the City of Vineyard (include which services being offered). Properly sealed and marked proposals shall be received no later than 5:00 p.m. on Friday, August 28, 2020, at the following address:

**Vineyard City**

**125 South Main Street**

**Vineyard, Utah 84059**

**COST OF PREPARATION OF RESPONSE:** Costs incurred by any entity or individual in the preparation of their response to this Request for Proposals are the responsibility of the responding entity or individual and will not be reimbursed by the VINEYARD CITY Corporation.

**CANCELLATION:** VINEYARD CITY Corporation reserves the right to cancel award of the contract any time before execution of the contract by both parties if cancellation is deemed to be in VINEYARD CITY Corporation's best interest. In no event shall VINEYARD CITY Corporation have any liability for the cancellation of award. The respondent assumes the sole risk and responsibility for all expenses connected with the preparation of its proposal.

**CLARIFICATION:** Any respondent requiring clarification of the information or protesting any provision herein, must submit specific questions/protests or comments in writing to:

**Vineyard City**

**125 South Main Street**

**Vineyard, Utah 84059**

**ATTN: Jacob McHargue**

**Email: [jacobm@vineyardutah.org](mailto:jacobm@vineyardutah.org)**



**Phone: (801) 885-6285**

**PROPOSALS ARE PUBLIC RECORDS:** All information submitted by Respondents shall be public record and subject to disclosure pursuant to the Utah Government Records Access Management Act, except such portions of the proposals for which respondent requests exception from disclosure consistent with Utah Law. All requests shall be in writing, noting specifically which portion of the proposal the Respondent requests exception from disclosure. Respondent shall not copyright, or cause to be copyrighted, any portion of any said document submitted to CEDAR HILLS CITY Corporation as a result of this Request for Proposals.

**REJECTION OF PROPOSALS:** VINEYARD CITY Corporation reserves the right to reject any or all responses to this Request for Qualifications.

**CLARIFICATION OF RESPONSES:** VINEYARD CITY Corporation or its agent reserves the right to obtain clarification of any point in a firm's proposal or to obtain additional information necessary to properly evaluate a particular proposal. Failure of a respondent to respond to such a request for additional information or clarification could result in rejection of that firm's response or responses.