

# SALT LAKE VALLEY EMERGENCY COMMUNICATIONS CENTER

REQUEST FOR PROPOSALS

LEGAL SERVICES



**Submission Deadline: Monday, March 30, 2020, at 5:00 p.m. local time**

**Salt Lake Valley Emergency Communications Center reserves the right to reject any or all proposals received, and shall have the right to waive any informality or technicality when in the best interest of Salt Lake Valley Emergency Communications Center.**

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**BACKGROUND**

The Salt Lake Valley Emergency Communications Center (SLVECC or The Center) is a 9-1-1, police, fire, and medical emergency services dispatch agency located in West Valley City, Utah.

SLVECC is a governmental entity formed under Section 11-13-203, Section 10-1-202, 17B-1-103 and Section 17-50-302 Utah Coed Annotated, as amended. Six Salt Lake area cities and Salt Lake County in 1988 with the charter members consisting of Midvale City, Murray City, South Jordan City, West Jordan City, West Valley City and Salt Lake County. Additional members have since joined the organization, specifically the Town of Alta, Bluffdale City, Cottonwood Heights City, Draper City, Herriman City, Holladay City, South Salt Lake City, Riverton City, Unified Police Department of Greater Salt Lake, Unified Fire Authority and Taylorsville City.

SLVECC operates 24 hours per day, 365 days per year and dispatches approximately 2,200 calls for service daily, answering approximately 3,500 9-1-1 and police/fire emergency telephone calls.

**PURPOSE**

SLVECC seeks proposals from law firms and/or attorneys to represent SLVECC as its general legal counsel. The firm and/or attorney selected shall serve as chief legal advisor to SLVECC. In addition to a chief legal advisor, SLVECC may, at its discretion, select one or more firms and/or attorneys to serve as alternate general legal advisor(s).

**GENERAL SCOPE OF SERVICES**

The following represent services that may be required on an ongoing basis:

1. Advise SLVECC Board of Trustees and staff on legal questions arising from SLVECC business.
2. Draft, review and/or edit proposed policies and rules when requested and/or approved by the Board of Trustees.
3. Draft, review and/or edit all contracts and other instruments authorized and/or approved by the Board of Trustees.
4. Advise the Board of Trustees on the defense any claim or action against SLVECC.
5. Prepare deeds, easements, and contracts for any and all real estate transactions.

6. As requested, review/revise any and all contracts for SLVECC required goods and services.

7. Attend meetings of the SLVECC Board of Trustees.

8. Advise SLVECC with respect to bonds and Tax and Revenue Anticipation Notes (TRANS) and issue any necessary opinion letters with respect to such transactions.

9. Advise the SLVECC Board of Trustees on Utah Open and Public Meetings laws, Impact Fees, GRAMA, records management, procurement, and ethical issues.

10. Alternate legal counsel may perform all duties listed above in the event the chief legal counsel has a conflict of interest or is unable to promptly, effectively and efficiently represent the SLVECC in any legal actions.

### **COMPENSATION**

SLVECC expects that payment for services will be on an hourly basis pursuant to a professional service agreement or engagement letter with SLVECC. However, law firms or individuals may propose an alternate fee structure such as a flat monthly fee.

In accordance with Section 63G-6a-607(9) of the Utah Procurement Code, SLVECC has determined that it is in the best interest of SLVECC to waive compliance the requirements of 63G-6a-607(6), to the extent it is applicable to this RFP. Accordingly, please submit hourly rates and cost information as part of the general proposal.

### **BILLABLE EXPENSES**

It shall be understood that the legal firm(s) shall provide general services to the SLVECC at no additional cost for secretarial services, telephone, stationary, supplies, library and equipment (including electronic research) required to provide a satisfactory level of these general services. Applicants shall indicate if any additional costs or fees would be required as part of the General Scope of Services.

### **COURT ACTIONS**

It shall be incumbent on the attorney or firm to familiarize itself with any and all information appropriate to effectively and efficiently represent the SLVECC in any legal actions. The SLVECC Board of Trustees may, at its discretion, retain specialized counsel to prosecute or defend SLVECC, its Board of Trustees, or staff in any legal actions.

### **INSURANCE**

The individual or legal firm shall be required to carry professional liability insurance of at least \$3,000,000.

## **PROPOSAL EVALUATION CRITERIA.**

A committee (“Evaluation Committee”) will evaluate proposals against the following weighted criteria. Each area of the evaluation criteria must be addressed in detail in the proposal.

### **WEIGHT EVALUATION CRITERIA:**

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| 60% | Credentials and demonstrated ability of lead attorney to provide the legal services detailed in this RFP.            |
| 20% | Firm experience, support staff, availability, malpractice coverage, and other strengths and weaknesses of applicant. |
| 5%  | References.  |
| 15% | Billing rates or cost proposal.  |

All proposals in response to this RFP will be evaluated in a manner consistent with SLVECC Rules, Policies, and Procedures regarding Purchasing of Services, Supplies, and Equipment and the evaluation criteria established in this RFP. SLVECC reserves the right to reject any or all submittals, or to waive any formality or technicality in any submittal, in the best interests of SLVECC.

**PROPOSAL SUBMISSION AND DUE DATE.** Proposals shall be submitted through SLVECC Administrative Offices located at 5360 South Ridge Village Drive, West Valley, UT 84118 on or before **Monday, March 30, 2020, at 5:00 p.m. local time.** Any questions regarding this RFP shall be submitted through SciQuest to insure all interested parties have access to the same information when bidding.

SLVECC shall not be responsible for any expenses incurred by any firm or attorney in preparation, submittal, or presentation of any proposal specific to this Request for Proposal. SLVECC reserves the right to reject any and all proposals and to select the legal firm deemed, in the sole judgment of SLVECC, to have submitted the proposal that serves the best interests of SLVECC. The Board of Trustees and/or Evaluation Committee may request that respondents present their proposals and answer questions of the Board of Trustees and/or Evaluation Committee after review of the written responses. The individual or firms selected shall be at the sole discretion of the Board of Trustees and/or Evaluation Committee. Attorneys or firms whose proposals are not accepted will be notified in writing.

### **DESIRED QUALIFICATIONS OF THE SOLE PRACTITIONER AND/OR FIRM.**

1. A thorough understanding of the legal framework of local government law in Utah including diverse legal experience, particularly in the areas of local district law, construction and professional service contracts, bond and other debt issuance, litigation and real estate law.

2. Prior municipal law experience in service to a Utah city, town, local district or county. Preference may be given for significant experience in local district practice.

3. Knowledgeable in government ethics laws.

4. The respondent must be licensed to practice law in the State of Utah and be a member of the Bar in good standing. Include a list of any other professional qualifications; experiences and/or credentials you feel are relevant to this RFP.

### **GENERAL PROPOSAL INFORMATION**

While additional data may be presented, the following subjects and questions must be addressed in the General Proposal.

1. Name, address, telephone number and email address of lead attorney. Include contact person and telephone number for purposes of following up on proposal.

2. Educational background and experience.

3. The size of the firm, the firm's municipal law staff, the location of the office from which the work on this position is to be performed, and the number and nature of the professional staff to be employed.

4. Narrative of the qualifications of the person(s) proposed to work directly with SLVECC to include: a. Legal training, years of practice, area of specialization; include date of admittance to Utah Bar; b. Years of municipal, county or state government law practice; c. Litigation experience and demonstration of a satisfactory court track record; d. Identify any professional affiliations/detail experience in representing Utah municipalities.

5. Identify the accessibility of the proposed designated lead attorney, and the response time that the individual offers to SLVECC.

6. Narrative about the resources of the firm, to include clerical and support staff, research capabilities, and other relevant information.

7. Describe the level of coverage for malpractice insurance the firm or individual carries.

8. Has the firm been in bankruptcy, reorganization or receivership in the last five years? If so, please explain current status.

9. Has the firm been disqualified or terminated by any municipal, county, state government or another public agency? If so, please explain under what circumstances this disqualification or termination occurred.

10. A statement identifying the sole practitioner/firm's current clients that have the potential to present a conflict of interest, and the sole practitioner/firm's approach to avoid

potential conflicts of interest. Identify any conflicts of interest that your firm may have in representing the SLVECC.

11. A list of references.

12. The hourly rate of each attorney or paralegal expected to routinely perform work for SLVECC, or an alternative cost proposal.

13. Please share any other information you feel would be helpful.