

Eureka City, Utah

Request for Qualifications and Quote for Retained Legal Counsel Services

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## I. Introduction

The City of Eureka, Utah, invites qualified legal professionals or law firms to submit their qualifications and cost proposals for providing retained legal counsel services.

## II. Objectives

The primary objectives of this retained legal counsel contract are to offer expert legal advice and representation to ensure the lawful operation of the City of Eureka in compliance with all applicable federal, state, and local laws and regulations.

## III. Scope of Services

The retained legal counsel will be expected to provide the following services:

### 1. General Legal Advisory

- Offer guidance on City policies, procedures, and operations.
- Advise on compliance with federal, state, and local laws and regulations.

### 2. Contract Review and Drafting

- Review, negotiate, and draft contracts, agreements, and legal documents.
- Provide recommendations to safeguard the City's interests.

### 3. Litigation and Dispute Resolution

- Represent the City's interests in legal proceedings, if required.
- Conduct legal research, prepare documents, and provide legal strategies.

### 4. Policy and Ordinance Review

- Review and advise on proposed policies, ordinances, and regulations.
- Ensure legal compliance and make recommendations for improvements.

### 5. Legal Training and Workshops

- Conduct training sessions for City officials and staff on legal matters relevant to their roles.
- Provide educational resources to enhance legal awareness within the City.

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#### **IV. Timeline**

Deadline for Submission of Qualifications and Quotes: **Monday, December 2, 2024**

at 4:00 p.m.

#### **V. Submission Instructions**

Please submit your qualifications and quote electronically to "eurekacity@eurekautah.org" The subject line should read: "**Retained Legal Counsel Services - Eureka City**"

#### **VI. Evaluation Criteria**

Qualifications will be evaluated based on the following criteria:

1. Experience: Demonstrated experience in providing legal services to municipalities.
2. Expertise: Proficiency in relevant areas of municipal law.
3. References: Positive references from previous municipal clients.
4. Cost Proposal: Competitive pricing for the proposed services.

Selection of retained legal counsel will take place during the **Eureka City Council Meeting on December 9, 2024 at 7:00 p.m.**

#### **VII. Budget**

Please provide a detailed breakdown of your proposed fees and billing structure.

#### **VIII. Contact Information**

For inquiries or additional information, please contact:

**Mayor Toni Dever**  
Devertoni@hotmail.com

The City of Eureka reserves the right to reject any and all submissions.