



EMIGRATION CANYON, UTAH

REQUEST FOR PROPOSALS (RFP)

MUNICIPAL LEGAL SERVICES

RFP No.: 2026-03-01

Issue Date: March 26, 2026

Proposal Due Date: April 10, 2026

Time: 5:00 p.m.

1. INVITATION

Emigration Canyon, Utah (the “City”), a municipal corporation organized under the laws of the State of Utah, invites qualified law firms and licensed attorneys to submit proposals to provide comprehensive municipal legal services. The selected firm will serve as City Attorney and Special Counsel, as needed.

The City is governed by a five-member City Council and serves a population of approximately 1,500 residents. The City has no direct employees and receives administrative and operational services through the Greater Salt Lake Municipal Services District (the “District”). The selected legal services provider must coordinate and work collaboratively with the District in the provision of legal advice and representation.

2. BACKGROUND

Emigration Canyon operates under Utah law and relies on the Greater Salt Lake Municipal Services District for management, staffing, land use and operational support. Legal services must therefore be delivered in a manner that supports:

- The City Council in its legislative and policy-making role;
- Interlocal cooperation with the District;
- Compliance with Utah statutes, administrative rules, and federal law applicable to municipalities and special service districts.

3. SCOPE OF SERVICES

A. General Municipal Counsel

- Serve as legal advisor to the City Council, Mayor, and District staff acting on behalf of the City.
- Attend City Council meetings, work sessions, and special meetings as requested.
- Draft and review ordinances, resolutions, contracts, interlocal agreements, policies, and other legal instruments.
- Provide formal and informal legal opinions.

B. Interlocal and District Coordination

- Advise on matters involving the Greater Salt Lake Municipal Services District, including:
 - Interlocal Cooperation Act compliance;
 - Service agreements;
 - Governance, authority, and delegation issues.

C. Employment and Labor (District Interface)

- Provide advice related to employment matters affecting District employees assigned to the City, including risk, liability, and statutory compliance.

D. Land Use and Development

- Coordinate with MSD land use counsel regarding the Planning Commission, legal matters involving Titles 18 & 19 of the Emigration Canyon Code, and legal matters involving Title 10, Chapter 20 of the Utah Code.

E. Litigation and Risk Management

- Represent the City in civil litigation, administrative proceedings, and appeals.
- Provide claims management and insurance coverage advice.

F. Open Government

- Advise on compliance with the Utah Open and Public Meetings Act and the Government Records Access and Management Act (GRAMA).

G. Legislative Monitoring and Advocacy Support

The selected City Attorney shall monitor the annual Utah legislative session and any interim legislative activity for proposed legislation, amendments, and administrative rule changes that may directly or indirectly impact the City’s authority, operations, governance, finances, land use, public safety, interlocal relationships, and regulatory obligations. Services shall include:

- Tracking and analyzing bills and resolutions affecting municipal powers, funding, taxation, land use, public records, open meetings, elections, public

- safety, employment, and special service district operations.
- Providing timely written and oral updates to the City Council, Mayor, and District staff regarding relevant legislative developments.
- Preparing impact analyses and legal interpretations of proposed and enacted legislation.
- Assisting in the development of policy positions and legislative priorities, upon request.
- Coordinating, when authorized by the City, with the Utah League of Cities and Towns, legislative liaisons, and interlocal partners.
- Advising on implementation requirements and necessary ordinance, policy, or interlocal agreement amendments resulting from enacted legislation.

This monitoring function shall be considered a core component of ongoing municipal legal services and shall be included in the proposer’s fee structure unless otherwise specified.

4. PROPOSAL CONTENT REQUIREMENTS

1. Firm Information
 - Legal name, address, and primary contact.
 - Utah Bar status and years in municipal practice.
2. Key Personnel
 - Identification of primary and secondary attorneys.
 - Resumes and relevant municipal experience.
3. Municipal Experience
 - Experience with Utah cities and special districts.
 - Experience with interlocal agreements and shared-service models.
4. Service Approach
 - Communication and availability standards.
 - Coordination process with the Greater Salt Lake Municipal Services District.
5. Fee Schedule
 - Hourly rates by attorney and staff.
 - Retainer, if any.
 - Fixed fees for routine services, if proposed.
 - Litigation and special project rates.
 - Billing practices and cost controls.
6. Conflicts of Interest
 - Full disclosure of potential conflicts.
7. References
8. At least three Utah municipal or district clients.
9. Insurance, Indemnification, and Professional Liability Requirements Standard municipal risk allocation provisions, including:
 - Required professional liability (malpractice) insurance limits
 - General liability and cyber liability coverage, as applicable
 - Indemnification and defense obligations

- Waiver of subrogation and additional insured requirements where permitted by Utah law
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5. EVALUATION CRITERIA

Proposals will be evaluated based on:

- Demonstrated Utah municipal law expertise;
 - Experience with small cities and interlocal service models;
 - Qualifications of assigned attorneys;
 - Responsiveness and availability;
 - Fee reasonableness and value;
 - References.
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6. UTAH PROCUREMENT AND LEGAL COMPLIANCE

This RFP is issued in accordance with:

- Utah Procurement Code, Utah Code Title 63G, Chapter 6a;
- Utah Government Records Access and Management Act (GRAMA);
- Utah Interlocal Cooperation Act;
- Utah Open and Public Meetings Act.

The City reserves the right to:

- Reject any or all proposals;
- Waive informalities;
- Negotiate with the highest-ranked proposer;
- Cancel this RFP at any time;
- Award in the best interest of the City.

All proposals become public records subject to GRAMA after award, unless properly classified as protected under Utah Code §63G-2-305 and clearly marked.

7. TERM

Initial contract term: Two (2) year term with 2 year (renewable) based upon performance and City Council approval.

8. SUBMISSION INSTRUCTIONS

Submit proposals to:

Diana Baun
Emigration Canyon Recorder,
dbaun@msd.utah.gov
801-834-2577

Deadline: , 2026, by 5:00 p.m.

9. INTERVIEWS AND SELECTION

The City may conduct interviews and request best and final offers. Final selection shall be made by the Emigration City Council.

10. SIGNATURE BLOCKS

Issued By:

City Recorder
Emigration Canyon, Utah

Date:, 2026

Approved For

Release:

Mayor
Emigration Canyon, Utah

Date: _____

PROPOSER CERTIFICATION

The undersigned certifies that the information contained in this proposal is accurate and that the proposer is authorized to submit this proposal and, if selected, to enter into a contract with Emigration Canyon, Utah.

Firm Name: _____

Authorized Representative: _____

Title: _____

Signature: _____

Date: _____