

LEGAL CONSULTING SERVICES

MT. OLYMPUS IMPROVEMENT DISTRICT

RECEIPT OF PROPOSALS: Proposals will be received at the office of Mt. Olympus Improvement District, 3932 S. 500 E., Millcreek, Utah 84107 until 3:00 p.m. on Thursday, February 29, 2024, for the MT. OLYMPUS IMPROVEMENT DISTRICT – LEGAL CONSULTING SERVICES.

DESCRIPTION OF WORK: This RFP is being issued to retain the services of an attorney or a law firm to represent the District in those instances, and in other legal matters as may be needed from time to time. These services may include, but are not limited to:

- Represent the District in litigation regarding District administration.
- Advise the District regarding agreements, contracts, and public relations.
- Advise the District regarding real estate law, property acquisition, or easements.
- Advise the District on compliance with employment law and human resource matters.
- Advise the District on compliance with applicable federal and Utah state laws, rules, policies, and procedures affecting its operation.
- Provide the District with advice, review, preparation, and drafting services related to its operations, rules, policies, and procedures.
- Advise the District on contracts, and developer and/or contractor relations.
- Advise the District on Government Records Access Management Act (GRAMA).
- Attend meetings at the request of the District's Manager or his/her designee.

OBTAINING RFP DOCUMENTS: The RFP, may be obtained by contacting Mt. Olympus Improvement District (Owner) at gdemke@mtoid.org. The RFP document will be sent electronically. There is not a fee for the Document. RFP Contract Documents will be available February 12, 2024.

SELECTION PROCESS: Submitted proposals will be evaluated and scored by a three-member Evaluation Committee consisting of the District General Manager, Assistant General Manager, and Controller. The General Manager will assign an individual who is not a member of the Evaluation Committee to calculate scores for cost, and add the scores calculated for cost to the Evaluation Committee's final recommended scores on the other criteria to derive the total combined score. The District intends to meet with or otherwise contact the top 3 firms based upon the evaluation criteria listed in the RFP. The interview process will take place if needed during the first part of the month of March 2024, with selection no later than March 25, 2024.

RFP ADMINISTRATION: All questions related to this RFP prior to the submittal deadline shall be directed to Giles E. Demke, General Manager at (801) 262-2904, or e-mail at gdemke@mtoid.org. In the event that it becomes necessary to revise any part of this RFP, firms will be notified by e-mail that a copy of the addenda is available. It is the responsibility of each firm to ensure that its contact information given to the District is correct.

OWNER'S RIGHTS RESERVED: The District reserves the right, without prejudice, to reject any and all proposals.

Dated this 7th day of February 2024

By: Tammy Gonzales
Mt. Olympus Improvement District Recorder

Published: February 14th and 21st.