

**Request for Statements of Qualifications**  
**Contract Civil Attorney Professional Services**  
**Seven County Infrastructure Coalition**

**June 26, 2018**

The Seven County Infrastructure Coalition (Coalition) intends to select a contract civil attorney (Attorney) to work under the direction of the Executive Director and the Board of Directors. Attorney will ensure that all functions and operations of the organization are conducted in a legal and ethical manner. Attorney will perform professional duties, as needed, to advise, provide counsel, and monitor all civil and legal affairs of the Coalition.

**ESSENTIAL FUNCTIONS**

- Attends board meetings of the Seven County Infrastructure Coalition (“Coalition”), and provides and supervises legal advice and counsel regarding matters considered and approved.
- Apprise the Coalition regarding various legal issues related to statutes, ordinances, policies and practices.
- Drafts resolutions and ordinances for consideration by the Coalition.
- Participates in major policy decisions as requested by the Coalition and provides direct legal advice as needed.
- Assists in the development of administrative procedures for the Coalition, when solicited.
- Investigates and provides opinion as to the validity of claims that may arise against the Coalition.
- Negotiates on legal issues pertaining to the Coalition.
- Performs research and analysis of law sources such as statutes, recorded judicial decisions, legal articles, treaties, constitutions and legal codes to prepare opinions of various legal matters for the Coalition.
- Prepares and litigates cases that may arise out of Coalition activities.
- Represents Coalition in administrative, non-judicial and quasi-judicial hearings related to civil matters.
- Provides legal representation in court for and on behalf of the Coalition in all civil and regulatory matters and oversees and coordinates with outside counsel engaged to represent the Coalition’s interests.
- Provides expertise, and advice to the Coalition pertaining to public-private partnerships.
- Prepares legal documents such as contracts, leases, deeds, rights-of-way, etc.

- Provides expertise and performs other job-related duties as assigned by the Executive Director.
- Provides legal services related to infrastructure and other projects being contemplated or executed by the Coalition.

#### **EDUCATION AND EXPERIENCE**

- Minimum of five years of related experience
- Graduation from an ABA-accredited law school with a Juris Doctorate Degree or equivalent
- Admission to the Utah State Bar, and member in good standing
- Experience with state and local governments
- Experience with financing public and private projects
- Knowledge of federal and state mineral lease law
- Knowledge of proper procurement practices
- Must be able to pass a complete background check

#### **SELECTION AND FEE NEGOTIATION**

Selection will be based on qualifications and the ability to perform the required work. Coalition will consider proposals based on hourly or monthly basis.

Coalition reserves the right to reject any or all proposals in their entirety or by line item and negotiate and waive provisions as needed and at its discretion.

Selection will be for a period of up to five (5) years.

At the discretion of the Board, the contract Attorney may be converted to a Coalition employee.

**SOQs should be marked as  
Coalition Legal Services RFP Response  
APPLICATIONS**

**Proposals must be postmarked and electronically received by July 30 at 5:00 PM**

Via email: [mmckee@7county.utah.gov](mailto:mmckee@7county.utah.gov)

Please mail to:  
Attn: Mike McKee  
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