

SEVEN COUNTY INFRASTRUCTURE COALITION
REQUEST FOR STATEMENTS OF QUALIFICATIONS
Contract Civil Attorney Professional Services
June 12, 2023

Introduction

The Seven County Infrastructure Coalition (the “Coalition”) is an independent political subdivision of the State of Utah. The Coalition is currently comprised of seven counties in Utah, including Carbon, Daggett, Duchesne, Emery, San Juan, Sevier, and Uintah. This request for qualifications (RFQ) will be used to select a civil attorney (Attorney) or firm under contract for services or as a full time employee. Counsel to work under the direction of the Executive Director and the Board of Directors. The Coalition reserves the right to hire a firm or individual for contracted services or as an in-house employee.

Criteria

The Attorney selected will perform professional duties as needed, to advise, provide counsel, and monitor all civil and legal affairs of the Coalition.

Education and Experience

- Minimum of five years of related experience
- Graduation from an ABA-accredited law school with 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

Essential Functions

- Attends Coalition Board meetings 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 the 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, right-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
- Provides guidance and assistance on public bonding and other legal counsel on financial matters.

Submission

Statements of qualifications should be sent to the attention of Director, Keith Heaton via email to: kheaton@7county.utah.gov Proposals must be received by the submission deadline of **12:00 p.m. on July 3, 2023** (Mountain Daylight Time/MDT). Proposals received after the deadline will be ineligible for consideration.

Selection

Proposals will be evaluated by the Executive Director and a selection committee. Selection will be based on qualifications and the ability to perform the required work. Coalition will consider proposals based on an hourly or monthly basis (please include a proposed fee schedule). The Coalition may choose to interview short-listed individuals or firms prior to making final decisions regarding the approach to legal services. Selection will be for a period of up to five (5) years. The Coalition reserves the option to hire one or more persons or firms, or an in-house employee.

Terms and Conditions

This RFQ will be provided as requested to potential attorneys. It will also be posted on the Utah Public Notice Website and on the Coalition website. Once submitted, the RFQ becomes the property of the Coalition and will be disposed of according to Coalition policies including the right to reject responses/proposals in their entirety or by line item and negotiate and waive provisions as needed and at its discretion. Responses shall be open to public inspection according to Coalition policies.