

SUN VALLEY WATER & SEWER DISTRICT

REQUEST FOR PROPOSAL FOR LEGAL SERVICES

FOR THE PERIOD

05/01/2026 to 12/31/2026

INQUIRIES AND PROPOSALS SHOULD BE DIRECTED TO:

Marybeth Collins, Manager - Administration

Sun Valley Water & Sewer District

49 Larrys Lane

Sun Valley Idaho 83353

Phone 208.622.7610x100

FAX 208.622.9129

marybeth@svwsd.com

I. GENERAL INFORMATION.

- A. Purpose. This request for proposal (RFP) is to contract for legal services to be provided Sun Valley Water & Sewer District for the calendar year 2026 with option for annual renewal through 2028.
- B. Who May Respond. Interested law firms and individuals with a minimum of three years of public law experience to submit written proposals to provide contract services for the District. As the District's attorney, the selected law firm or individual will be expected to provide a wide range of legal services to the District. The District Attorney is selected by the District Board and works closely with the Board and other District staff.
- C. Instructions on Proposal Submission.
1. Closing Submission Date. Proposals must be submitted no later than 4PM on April 20, 2026
 2. Inquiries. Inquiries concerning this RFP should be mailed to or emailed to:

Sun Valley Water & Sewer District
Attn: Marybeth Collins, Manager - Administration
49 Larrys Lane
Sun Valley Idaho 83353
Phone 208.622.7610x100
marybeth@svwsd.com
 3. Conditions of Proposal. All costs incurred in the preparation of a proposal responding to this RFP will be the responsibility of the Respondent and will not be reimbursed by Sun Valley Water & Sewer District, (hereinafter referred to as "SVWSD").

4. Instructions. Proposals should be addressed as follows or emailed:

Sun Valley Water & Sewer District
Attn: Marybeth Collins, Manager - Administration
49 Larrys Lane
Sun Valley Idaho 83353
Phone 208.622.7610x100
marybeth@svwsd.com

Failure to do so may result in premature disclosure of your proposal. It is the responsibility of the Respondent to ensure that the proposal is received by SVWSD, by the date and time specified above. Late proposals will not be considered.

5. Right to Reject. SVWSD reserves the right to reject any and all proposals received in response to this RFP. A contract for the accepted proposal will be drafted based upon the factors described in this RFP.

6. Notification of Award. It is expected that a decision selecting the successful Firm will be made within four (4) weeks of the closing date for the receipt of proposals. Upon conclusion of final negotiations with the successful Firm, all Respondents submitting proposals in response to this Request for Proposal will be informed, in writing, of the name of the successful consultant.

7. It is expected that the contract shall be for a retainer for 10 hours of service per month with a fixed price per hour for additional work. Retainer shall be paid in advance for a 12-month period at the signing of the contract for services.

SVWSD is a water & sewer district that serves city and county residential and commercial occupants and is a governmental entity and exempt from Federal and State income tax. SVWSD has an annual budget of approximately \$12,000,000 and is governed by a 5 member Board of Directors, which meets 12 times per year. SVWSD employs approximately 5+ staff. Administrative offices are located at 49 Larrys Lane, Sun Valley, Idaho 83353. SVWSD's mission is to provide safe and dependable water services, and wastewater collections and treatment services to all District locations.

II. SCOPE OF SERVICES.

The Respondent shall be readily available to perform the following legal services, as requested by the Administration Manager and the Board of Directors:

1. Review, draft, and negotiate contracts, easements, etc.
2. Advise on government and tax-exempt organization legal issues
3. Advise on individual labor and employment matters
4. Review fiscal, personnel and other policies, as well as corporate by-laws
5. Attend Board of Directors and Committee meetings as necessary

6. Advise on government grant and contract issues
7. Advise on responses to subpoenas, court orders, and requests for information from third parties
8. Defend lawsuits, administrative claims, or other legal claims
9. Conduct litigation as necessary
10. Other legal services as needed

Although it is preferable for an attorney or firm to submit a proposal covering all of the above areas, SVWSD will consider proposals for subsets of these areas. Offeror shall be prepared to submit detailed billing statements for all services billed at an hourly rate, if any, broken down into time increments of no more than a quarter hour. Offeror shall also include summaries of work performed and time spent on services performed under the flat monthly fee, as discussed below.

III. PROPOSAL CONTENTS.

The Respondent, in its proposal, shall, as a minimum, include the following;

1. Legal Experience. The Offeror should describe its legal experience, including the names, addresses, contact persons, and telephone numbers of at least three clients, preferably including clients similar to SVWSD. Experience should include the following categories:
 - a. Experience advising municipal, and water organizations.
 - b. Experience advising clients conducting similar programs and government-funded services.
2. Organization, Size, Structure, and Areas of Practice. If the respondent is a firm, it should describe its organization, size, structure, areas of practice, and office location(s).
3. Attorney Qualifications. The Offeror should have experience in the following areas: municipal and governmental organizations; real estate; government grants and contracts; labor and employment; and general business operations. The Offeror should describe the qualifications of attorneys to be assigned to the representation. Descriptions should include:
 1. Professional and education background of each attorney.
 2. Overall supervision to be exercised.
3. Prior experience of the individual attorneys with respect to the required experience listed above. Only include resumes of attorneys likely to be assigned to the representation.
4. Education, position in firm, years and types of experience, and continuing professional education will be considered.
5. Price. The Respondent's proposed price should include information on the hourly billing rates of each attorney or other legal staff who is expected to work on this representation and charges

for expenses, if any, such as legal research, copies, and faxes. Also include a monthly flat fee that would be charged to advise on routine matters that could be handled over the telephone or otherwise without extensive research or other legal work. SVWSD reserves the right to negotiate with the Offeror on the structure of the billing and/or retainer fee.

IV. PROPOSAL EVALUATION

A. Submission of Proposals.

1. Evaluation Procedure and Criteria. SVWSD's Administration Manager and appropriate staff will review proposals and make recommendations to the Board of Directors for final approval. The Manager of Administration and/or Board of Directors may request a meeting with some qualified Offeror's prior to final selection. Proposals will be reviewed in accordance with the following criteria:

- a. Proposed approach to scope of work.
- b. Level of experience of the individual(s) identified to work on this matter.
- c. The Respondent's experience with similar clients and legal matters.
- d. Response from references.
- e. Office locations
- f. Interviews, if conducted.