



MAGNA WATER DISTRICT
REQUEST FOR STATEMENT OF QUALIFICATIONS
LEGAL SERVICES

PURPOSE

Magna Water District (MWD) requests a Statement of Qualifications (SOQ) from professional law firms that are interested in providing legal services to MWD for a period of five (5) years with an option for a three (3) year extension at MWD sole discretion. MWD will review and rank submitted SOQ's and may choose to contract with 1 or 2 law firms deemed qualified to provide legal services on behalf of MWD.

BACKGROUND

MWD is a local district that provides drinking water, secondary water and sanitary sewer service to approximately 30,000 residents located along the west side of the Salt Lake Valley. MWD has an annual operating budget of approximately \$14M in 2020 and employs 25 full-time employees with both union and non-union (management) positions. MWD is governed by a three-member Board of Trustees.

MWD's drinking water system includes groundwater wells and well houses, an Electrodialysis Reversal (EDR) water treatment plant, booster stations, buried concrete and above grade steel reservoirs, transmission mains, distribution mains, hydrants and services. The secondary water system includes shallow wells and pump stations, an irrigation canal diversion, filter station and booster pump station, an open earthen storage reservoir, transmission mains, distribution mains and services. MWD's sanitary sewer system includes pretreatment facilities, gravity sewer collection mains, manholes and services, an activated sludge oxidation ditch wastewater treatment plant (WWTP), non-potable water/effluent reuse system, and outfall.

SCOPE OF SERVICES ANTICIPATED

Typical legal services that may be requested by the District include but are not limited to:

- Water Law
- Contracts
- Real Property
- Natural Resources
- Human Resources
- Employment Law
- Litigation
- Bonding/Finance
- Government/Legislative Relations
- Procurement
- Construction Law
- Administrative Law
- Alternative Dispute Resolution
- Condemnation
- Hospitality

FIRM QUALIFICATIONS

The SOQ shall include:

1. The firm name, corporate office location and primary office location that will provide services to MWD.
2. The year in which the firm was established, background and brief summary of experience.
3. A list of all current employees located in the primary office location including name, job title and years of service with the firm.
4. A brief summary of the education, training, qualifications and experience of key employees of the firm that are located in the primary office and are available to provide services to MWD.
5. A list of services that the firm is interested in providing to MWD.
6. Summary of legal services managed out of the primary office that highlight the firm's experience in providing these services for municipal clients. Identify any institutional knowledge and past experience working for MWD.
7. References from a minimum of 4 municipal clients including client name, primary contact, phone number, and email address.
8. Identify any known potential conflicts of interest in providing services to MWD.
9. Any additional information that would be helpful to MWD in evaluating the firm's qualifications.
10. A fee schedule including hourly billing rates for employees including any expenses charged for mileage, computer, printing/copying

SUBMISSION OF SOQ

SOQ’s shall be limited to 20 pages in length with a font size no smaller than 11 point. An electronic pdf copy of the RFQ shall be emailed no later than 5 p.m. on Tuesday, October 13th, 2020 to MWD’s General Manager:

Magna Water District
Request for Statement of Qualifications
Legal Services
Clint Dilley, P.E.
General Manager
8885 West 3500 South
Magna, UT 84044
clintd@magnawater.com

EVALUATION OF SOQ

SOQ’s will be evaluated, scored and ranked based on the following criteria:

Firm qualifications and experience:	15%
Key employee qualifications and experience in primary office:	30%
List of services firm is interested in providing to MWD:	5%
Summary of services managed out of primary office:	30%
Institutional knowledge & past experience working with MWD	5%
References:	<u>15%</u>
Total	100%

It is anticipated that the ranking of firms will be completed within 2 to 3 weeks and the top ranked 2 to 3 three firms may be interviewed prior to final selection. All firms shall be notified in writing whether or not they were selected.

INCURRING COSTS

This request for SOQ’s does not obligate MWD to award any contract or to pay any costs incurred in the preparation of an SOQ.

INQUIRIES

Specific questions related to this request should be directed to Clint Dilley, P.E., General Manager, at (801) 250-2118 or clintd@magnawater.com no later than 5 pm October 6th, 2020.