



Request for Qualifications (RFQ) for Legal Services (City Attorney)

April 23, 2026

Contact:

Trent Donat, City Clerk

tdonat@ketchumidaho.org

Telephone: (208) 806-7010

SUBMITTAL DEADLINE

The City of Ketchum, Idaho (City) will accept responses electronically at tdonat@ketchumidaho.org until **May 15, 2026, 5:00 p.m. MST**.

INVITATION TO SUBMIT PROPOSALS

- Copies of the RFQ can be found on ketchumidaho.org/rfps.
- Electronic responses shall be submitted via email to Tdonat@ketchumidaho.org.
- The City will respond to any questions of a substantive nature via an addendum to this RFQ. All addenda will be posted to the link and distributed to known holders of the RFQ.

The City reserves the right to reject any proposals or any part thereof, to waive any formalities or informalities and further, to select the most responsive and responsible respondents, according to the City's evaluation and as deemed to be in the best interest of the City. The City may opt to conduct interviews at its own discretion following the response deadline.

SCOPE OF SERVICES

The City of Ketchum, Idaho (City) is soliciting Requests for Qualifications for services of an Idaho licensed and insured attorney with a professional law firm, or an experienced sole practitioner, to serve as legal advisor and counselor for the City of Ketchum. The scope of services includes, but is not limited to:

1. Provide legal advice to the city elected officials, appointed officers, city staff, and boards/commissions/committees.
2. Provide advice on all aspects of municipal law and litigation, including but not limited to general municipal law, employment law, general state/federal laws

relating to city government, public disclosure issues, laws against discrimination, subdivision and land use law, enforcement, and property/real estate law, contract law, environmental law, franchise law, municipal leases, purchasing and procurement, water rights, and adjudication of tort claims.

3. Be the Attorney of Record or be responsible for the oversight of the Attorney of Record, in all civil suits, actions and legal proceedings wherein the City Council, departments, boards, or city officials or employees are parties by virtue of their official positions or actions unless such suits, actions or legal proceedings are assigned by the City Council to special counsel.
4. Prepare or review and approve as to form and legal sufficiency, City ordinances, resolutions, deeds, leases, contract documents, and other legal instruments affecting or pertaining to the City or in which the City is a party when requested to do so by the City.
5. Review Requests for Proposals, bid invitation documents, development review applications, agenda items, collection of delinquent taxes and other pertinent matters as directed and using the City's processes and procedures.
6. Attend and be present during all regular meetings, special meetings and workshops of the City Council. When requested, attend Planning and Zoning Commission or Historic Preservation Commission meetings.

EXPERIENCE AND QUALIFICATIONS

- Idaho State Bar membership in good standing
- Practicing municipal law in the State of Idaho for at least 5 years
- Experience in the following applicable areas of law
 - Municipal, state and public sector law
 - Commercial real estate
 - Land use (planning and development)
 - Municipal financing
 - Open meetings and public records
 - Water rights
 - Complex litigation in any of the above areas

PROPOSAL SUBMISSION REQUIREMENTS

Please provide the following in response to the RFQ:

- A one-page cover letter
- Experience and Qualifications
 - Description of law firm, number of attorneys and the breadth of services offered. Identify who in the firm has the experience identified the scope of services outlined above (1-6).

- Ability and capacity to provide the services described above, including the experience of the attorney(s), relevant experience, and other municipal clients.
- Capacity to provide the services promptly and within specific time frames.
- Proposed Fee for Services
 - Proposed fee and any exceptions to the fee.
 - Proposed methodology for billing.
- References
 - The Respondents must provide at least five (3) references of governmental agencies to which it has provided legal services. If available, such references should be representatives of Idaho jurisdictions and/or agencies for which the Respondent is currently providing or has provided legal services within the last five (5) years.
 - Provide names, titles, addresses, phone numbers and email addresses for the three relevant references.
 - Briefly describe the nature of work performed for the named references and the length of the working relationship.
- Conflict of Interest
 - Disclose any actual or potential conflicts of interest between any member of the firm with the Mayor, City Council, and City Staff, any business or person currently doing business or had prior business with the City and any person or entity represented by the counsel responding to this RFQ.
 - Disclose any project related work on any project previously or current under consideration by the City.
- Insurance Requirements
 - As part of the contract award process, proposer must provide proof of adequate professional liability insurance coverage.

EVALUATIONS OF PROPOSALS

All proposals will be reviewed and ranked by a staff evaluation panel based on the following criteria:

1. Experience of team member(s)
2. Ability of firm to meet City's outlined scope of work
3. Overall proposed approach outlined by respondent

Top respondents will be asked to participate in interviews. The top recommended firm will interview with the Mayor and one or more Council Members as this position's appointment requires majority approval. After a final selection has been made for the top firm, contract term negotiations will occur. At the conclusion of the negotiation, the agreement will be submitted to the City Council for approval at a public meeting.

The City reserves the right to accept or reject any or all submissions, request resubmission and enter into negotiations with Respondents as warranted. The City shall be the sole judge of which submission meets its best interests.

The City shall further reserve the right to waive and determine the nature of any minor inconsistencies in the proposal response. The cost of preparing responses to the RFQ shall be borne by the respondents and will not be reimbursed by the City.

QUESTIONS AND CONTACTS

Questions or requests for information should be submitted via email to Trent Donat at tdonat@ketchumidaho.org.

Respondents should **not** approach City of Ketchum staff or elected officials to discuss this RFQ or firm qualifications. Should this occur, a firm may be disqualified from consideration. The City is interested in establishing a fair and transparent selection process where respondents have equal access to all the information about the project.