
REQUEST FOR PROPOSALS

Notice is hereby given that the Muncie Sanitary District herein referred to as the MSD, will receive proposals for Professional Legal Services. The contract for legal services shall be for the period of July 1, 2022 to December 31, 2023.

Proposals are invited and may be delivered or forwarded by mail or other courier services addressed to the **Stephen Brand, President, Muncie Sanitary District Board, 300 N. High Street, Muncie, Indiana 47305 until 4:00 p.m. on May 31, 2022.** Proposals received after such hour will be returned unopened. Proposals will be opened and reviewed at the MSD Board meeting on the morning of June 1, 2022. Proposals will then be taken under advisement for review by the District Administrator and the MSD Board.

The Offeror shall be readily available to perform the following legal services, as requested by the Board within a fixed retainer fee: (1) prepare for and attend board meetings; (2) prepare for and attend other meetings requested by the District Administrator or MSD Board; (3) prepare resolutions; (4) review bids, resolutions, letters received by MSD; (5) review property easements prepared by others; (6) review and respond to legal correspondence; (7) provide written status updates to District Administrator and/or MSD Board; (8) provide a monthly summary report on any outstanding or unresolved legal matters to the MSD Board; (9) review, draft, and negotiate contracts and leases; (10) advise on corporate and tax-exempt organization legal issues; (11) advise on individual labor and employment matters; (12) review personnel, fiscal and other policies, as well as corporate bylaws; (13) advise on government grant and contract issues; (14) advise on responses to subpoenas, court orders, and requests for information from third parties; and (15) other legal services as needed. The Offeror shall be readily available to perform the following legal services, as requested by the MSD Board outside the scope of the retainer fee: (1) any litigation, mediation, or arbitration matter involving the MSD; (2) any preparation for potential litigation; (3) collections; and (4) sewage liens. **Although it is preferable for an attorney or firm to submit a proposal covering all of the above areas, MSD will consider proposals for subsets of these areas.**

The Offeror shall present a proposed retainer fee for the scope of services outlined above, along with the hourly billing rates of each attorney or other legal staff who are expected to work on any area outside the scope of the monthly retainer fee. The Offeror's fee proposal shall also outline how the attorney or firm charges for expenses, if any, such as copies, filing fees, etc.

Each proposal submission shall, at a minimum, include the following: (1) Legal Experience in wastewater utilities, government, contracts, real estate, environmental, employment, and litigation; (2) organization, size, structure, and areas of practice for the attorney or firm along with a copy of the Equal Opportunity/Affirmative Action Policy, if applicable; (3) proof of malpractice insurance; and (4) Description of attorney qualifications including: name of lead attorney for representation of MSD, professional and educational background of each attorney, overall supervision to be

exercised, prior experience of the individual attorneys with respect to the legal experience listed above.

Proposals will be reviewed in accordance with the following criteria: (1) legal experience in the outlined subject areas; (2) proposed approach to scope of work; (3) interviews, if conducted; (4) cost; and (5) any additional factors that are deemed important or necessary to the operations of the MSD. Only include resumes of attorneys likely to be assigned to the representation. Education, position in firm, years and types of experience, and continuing professional education will be considered.

Only attorneys who are currently licensed to practice in law in the State of Indiana and in good standing may respond to this Request for Proposals.

The MSD reserves the right to reject any proposal, or all proposals, or to accept any proposal or proposals, or to make such combination of proposals as may seem desirable, and to waive any and all informalities in bidding. Any proposal may be withdrawn prior to the above scheduled time for the opening of proposals or authorized postponement thereof. Any proposal received after the time and date specified shall not be considered.

Inquiries should be directed to Stephen Brand, President, Muncie Sanitary District Board at the contact information listed below.

Address: Muncie Sanitary District, 300 N. High Street, Muncie, IN 47305.

Phone: (765) 747-4864.

Email: Sbrand@MSDeng.com