

# Eastern Iowa Rural Utility Service Systems

7600 Commerce Park

Dubuque, IA 52002

Ph. (563) 556-4166 or 1-800-942-4648

**Memo to:** Qualified & Interested Qualifications

**Subject:** Request for Proposals for Attorney Services

**From:** Mark Schneider, Community Development Director  
East Central Intergovernmental Association  
For the Eastern Iowa Regional Utility Service Systems

The Eastern Iowa Regional Utility Service Systems (EIRUSS) is requesting written qualifications from qualified and interested attorneys for legal services for EIRUSS. EIRUSS is a 28E organization formed by Cedar, Clinton, Delaware, Jackson and Jones counties in 2005. The following utility systems are owned and operates the following systems.

- Leisure Lake Wastewater System in rural Jackson County
- Center Junction Wastewater System in operation in Jones County
- Fairview Wastewater System Project in operation in rural Jones County
- (City of) Andover Water System in operation in Clinton County.
- (Former City of) Center Junction Water System in operation in Jones County

EIRUSS has the following projects under development.

- Leisure Lake Wastewater System Expansion Project – design in process
- Petersburg Wastewater System Project – design in process
- Droessler Subdivision/Spruce Creek Water System Project – design in process
- Elvira Wastewater System – on hold
- City of Morley Wastewater System – on hold

The Leisure Lake and Petersburg projects will require legal work over the next six months. Both projects are anticipated to utilize USDA Rural Development as the funding source for the projects. It is anticipated that the legal services required for these projects will include services and advice related to the development of easements, user connection to the sewer system and enforcement, assistance with procedures related to bill collection, and other municipal-type matters. In addition, services may be requested for the systems in operation on an as needed basis.

Qualifications are to be submitted by 4:00 p.m., Friday, November 3, 2017 to EIRUSS; c/o ECIA, Attn: Mark Schneider; 7600 Commerce Park; Dubuque, IA 52002. Please submit eight copies of your response.

EIRUSS will use competitive negotiation procedures for the procurement of legal services whereby the Board of Directors and staff evaluates the competitors' qualifications, and the most qualified competitor is selected, subject to negotiation of fair and reasonable compensation.

Please provide the following information in response to this Request:

- Name of undergraduate institution attended, cumulative GPA obtained in each institution, undergraduate degree(s) received from each institution.
- Name of institution(s) attended in pursuit of law degree, cumulative GPA obtained in each institution, degree(s) received from each institution.
- Indicate the number of years engaged in the practice of law; list of places worked/firm or company names and years of practice in each place/firm/company; contact information for each firm/company; references from each place/firm/company where the attorney practiced.
- Provide a list of municipal clients, years in service to each municipal client, contact information for each municipal client listed; references from each city where the attorney practiced.
- Indicate the municipal law practice areas where they have experience, and describe that experience:
  - Prosecution of municipal ordinance violations
  - Nuisance abatement
  - Planning and Zoning and Board of Adjustment
  - Purchase and sale of property
  - Public bidding for the construction of public improvements

All services are to be billed on an hourly fee basis. If no services are provided during a billing period, no fee is charged. Please list your hourly fee (and administrative staff fee, if applicable).

All competitors will be evaluated according to the above criteria. Award will be made to the responsible attorney whose qualifications are most advantageous to the EIRUSS. The Board of Directors expects to select an attorney at its November 7, 2017 Board meeting with services to be immediately available upon request.

Upon selection a Legal Service Agreement will be prepared for acceptance by all parties.

Direct questions or comments to: Mark Schneider [(563) 690-5770] at ECIA; 7600 Commerce Park; Dubuque, IA 52002.