

**REQUEST FOR PROPOSAL  
TO PROVIDE PROFESSIONAL LEGAL SERVICES  
SEPTEMBER 27, 2024**

I. General: The Vadnais Lake Area Water Management Organization (VLAWMO) is seeking legal counsel who can be available on an as-needed basis. VLAWMO is a 24 square mile Joint Powers watershed management organization in the north east metropolitan area. Our member communities include: Gem Lake, Lino Lakes, North Oaks, Vadnais Heights, White Bear Lake and White Bear Township. VLAWMO has used legal assistance sparingly in the past. The projects and programs undertaken by VLAWMO have increased substantially over the past few years. With increased activity, the need for legal guidance may also increase. More information on our watershed is available on the VLAWMO website: [www.vlawmo.org](http://www.vlawmo.org).

II. Scope of Services: VLAWMO seeks legal counsel services with experience and emphasis in municipal and environmental law, specifically in water resources. In the past, VLAWMO has sought legal counsel for a variety of topics:

- A. Contract & agreement review
- B. Stormwater management, drainage, & utility
- C. Public drainage policy review
- D. Legal boundary updates
- E. Wetland Conservation Act appeals
- F. Enforcement action
- G. Joint Powers Agreement updates

III. Term of Contract: VLAWMO shall enter into a two-year term contract (2025 & 2026) with the selected legal firm for services on an as-needed basis. The contract may be renewed, at the discretion of VLAWMO.

IV. Evaluation of Proposals: Selection criteria shall include the information relevant to the scope of services in part II, experience and technical capacity of the firm, references, and VLAWMO experience with the proposing legal firm. VLAWMO encourages firms that it has or has not worked with to consider bidding.



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V. Contents of Proposals: The name, experience, and qualifications of the primary consultants and relevant support professionals should be included along with billing rates for all included staff. Proposals should include relevant background, other water management organizations or municipalities who could serve as references and who in your firm would be your main contact. If possible, please keep proposals to 10 pages or less. Each firm submitting a proposal in response to this Request for Proposal (RFP) must submit electronically via PDF format to the VLAWMO contact: Phil Belfiori, Administrator, [phil.belfiori@vlawmo.org](mailto:phil.belfiori@vlawmo.org).

VI. Rejection of Proposals: VLAWMO reserves the right to reject any or all proposals received.

VII. Deadline: All proposals must be received electronically in PDF format by 3:00 PM on November 4, 2024, submitted to [phil.belfiori@vlawmo.org](mailto:phil.belfiori@vlawmo.org). Questions should be addressed to Phil Belfiori by email and phone. Your consideration and response is much appreciated.

Phil Belfiori, VLAWMO Administrator  
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