REQUEST FOR QUALIFICATIONS (RFQ)

Legal Services for Mountain Rides Transportation Authority
RFQ Release Date: November 10, 2026
Submission Deadline: December 4, 2026, 3:00pm MST

1. Purpose & Overview

Mountain Rides Transportation Authority (MRTA), based in Ketchum, Idaho, is seeking statements of qualifications from qualified law firms and individual attorneys to provide comprehensive general counsel and specialized legal services.

MRTA is a joint powers transportation authority serving the Wood River Valley, including the communities of Ketchum, Sun Valley, Hailey, Bellevue, and Blaine County. MRTA operates fixed-route bus services, demand-response programs, and commuter vanpools, funded through local government contributions and Federal Transit Administration (FTA) grants administered by the Idaho Transportation Department (ITD) Public Transportation Office.

The selected legal counsel will advise the Board of Directors, Executive Director, and staff on public agency law, regulatory compliance, contracts, employment, and transit-specific considerations.

2. Scope of Services

The designated legal counsel will be expected to provide services including, but not limited to:

- **General Counsel:** Advise on open meeting laws (Idaho Open Meeting Law), public records requests (Idaho Public Records Act), and general governance matters.
- **Contract Review & Drafting:** Review and draft service contracts, intergovernmental agreements, procurement documents, and leases.
- **Transit & Regulatory Compliance:** Advise on Federal Transit Administration (FTA) regulations, Title VI compliance, Americans with Disabilities Act (ADA) requirements, Idaho Department of Transportation mandates, and Idaho State Code.
- **Employment & Labor Law:** Provide guidance on personnel policies, workers' compensation, disciplinary actions, and labor relations.
- **Risk Management & Litigation:** Represent MRTA or coordinate with insurance counsel regarding risk mitigation, tort claims, and potential civil litigation.

3. Submission Requirements

Interested firms or independent attorneys must submit a proposal containing the following items:

- **Cover Letter:** Expressing interest and summarizing the firm's specific qualifications for providing legal counsel and services to Mountain Rides Transportation Authority.
- **Firm Profile & Experience:** Overview of the firm, including, but not limited to, experience with Idaho municipal law, joint powers authorities, and/or public transportation systems. Demonstrate familiarity with MRTA, Local Blaine County, Idaho, public agencies, and Idaho Code as it pertains to running local governmental agencies and their internal processes.

  Exhibit knowledge, experience, and capacity to perform legal services, including, but not limited to:

  1) Drafting and advising on contracts and agreements involving vehicle and capital equipment procurement, professional and non-professional services, construction projects, real property leases, real property purchase and sale transactions, easements, license agreements, intellectual property, and other business transactions, including those between and among MRTA and other public agencies;
  2) Drafting and advising on resolutions, policies, and other matters to be considered and adopted by the MRTA Board;
  3) Providing legal guidance to the MRTA Board and Management on compliance with all applicable state, federal, and local laws and regulations affecting MRTA, including personnel and employment matters, contracting disputes, ethics and conflicts, closed-session issues, and other legal matters related to daily operations;
  4) As requested, attending MRTA Board meetings and reviewing MRTA Board agenda materials; and
  5) Providing litigation services and advice, as requested.
- **Key Personnel:** Resumes of the primary attorney(s) who will be assigned to MRTA, highlighting their specific experience with public agencies.
- **References:** A list of at least three (3) public sector, municipal, or non-profit clients for whom similar services have been performed within the past five years.
- **Fee Structure:** Proposed billing rates for partners, associates, and paralegals, along with any standard travel or administrative expenses.

4. Evaluation Criteria

Proposals will be evaluated based on the following weighted factors:

1. **Experience** (35%): Proven expertise in Idaho municipal law, public records and open meetings, Federal regulations, and contract administration.
2. **Qualifications** (30%): Strength, credentials, and relevant background of the personnel assigned to the MRTA project.
3. **References** (15%): Demonstrated reliability and professional integrity with local agencies and organizations.
4. **Cost** (20%): Clarity and cost-effectiveness of the proposed fee structure.

5. Submission Process & Deadline

Responses must be submitted as a PDF attachment via email to **mountainrides@mountainrides.org** no later than **3:00 PM MST** on **December 4, 2026**.

6. Questions

Questions regarding this RFQ should be directed to the email address above no later than **3:00 PM MST** on **November 25, 2026**.

7. Rights to Reject & Negotiate

MRTA reserves the right to reject any or all proposals, to waive any informality or irregularity in any proposal received, and to select the legal counsel deemed to be in the best interest of MRTA.

MRTA reserves the right to negotiate the fee proposal, terms, and conditions in any response to this RFQ and the resulting agreement.