REQUEST FOR PROPOSALS (RFP) 2026-05

Legal Services Provider

Rural Municipality of Sherwood No. 159

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1. Introduction

The Rural Municipality of Sherwood No. 159 ("the RM") is seeking proposals from qualified legal service providers to supply professional legal counsel and representation on an as-needed basis. The intent of this RFP is to identify a firm or individual lawyer with demonstrated municipal experience, particularly in areas relevant to land use planning, governance, bylaws, contracts, procurement, taxation, enforcement, and general municipal operations.

The RM invites respondents to submit a proposal outlining qualifications, experience, service approach, and pricing.

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2. Background

The RM of Sherwood is a diverse rural municipality adjacent to the City of Regina, experiencing ongoing development, infrastructure growth, and agricultural activity. Legal services are required to support Council and Administration in carrying out their legislative responsibilities effectively and in compliance with applicable legislation, including *The Municipalities Act, The Planning and Development Act, 2007*, and other provincial statutes and regulations.

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3. Scope of Services

The successful Proponent may be required to provide services including, but not limited to:

3.1 Municipal Governance & Legislative Support

- Interpretation and application of provincial legislation.
- Drafting, reviewing, and updating bylaws, resolutions, and policies.
- Advising on Council procedure, conflict of interest, and code-of-ethics matters.

3.2 Planning & Development Law

- Interpretation of zoning, development, and subdivision regulations.
- Support with development agreements, servicing agreements, and land use appeals.
- Representation before bodies such as the Saskatchewan Municipal Board.

3.3 Contract, Agreement & Procurement Support

- Drafting and reviewing municipal contracts, procurement documents, MOUs, and inter-municipal agreements.
- Advising on tendering and competitive procurement requirements.

3.4 Regulatory Enforcement

- Bylaw enforcement support, including drafting orders and representing the RM in enforcement actions.

3.5 Litigation & Dispute Resolution

- Representing the RM in civil litigation, mediation, arbitration, and administrative hearings as required.

3.6 Real Property & Land Matters

- Land acquisitions, easements, right-of-way agreements, property taxation appeals, and expropriation guidance.

3.7 General Legal Advice

- Ongoing advisory support to Council and Administration.

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4. Proposal Requirements

Proposals should include the following sections:

4.1 Firm Profile

- Overview of the firm or individual lawyer.
- Office location(s).
- Number of years providing legal services, specifically in municipal law.

4.2 Qualifications & Experience

- Relevant municipal, land-use, governance, and litigation experience.
- Identification of the primary lawyer(s) who will serve the RM.
- Bios, designations, and areas of specialization.

4.3 Service Delivery Approach

- Description of how the Proponent will provide timely, effective legal support.
- Communication process with Administration and Council.
- Availability for meetings, hearings, and urgent matters.

4.4 Fee Structure

Provide a detailed fee schedule, including:

- Hourly rates for all personnel categories.
- Flat or fixed fees where applicable.
- Additional expenses (travel, disbursements, mileage).
- Any retainer structure, if applicable.

4.5 References

- Minimum of two municipal or public-sector clients served within the past five years.

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5. Submission Instructions

5.1 Proposal Submission

Proposals must be submitted electronically in PDF format to:
christine@rmofsherwood.ca

Subject line: **RFP – Legal Services Provider – RM of Sherwood No. 159**

5.2 Closing Date

Proposals must be received no later than **April 9, 2026 at 2:00 p.m. CST**

Late submissions will not be accepted.

5.3 Questions & Clarifications

All inquiries regarding this RFP must be submitted in writing to:
Christine Trithardt, Manager of Administration
christine@rmofsherwood.ca

Questions must be submitted by **April 9, 2026 at 2:00 p.m. CST.**

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6. Evaluation Criteria

Proposals will be evaluated based on the following weighted criteria:

Criterion	Weight
Relevant Municipal Experience	30%
Qualifications of Assigned Lawyers	25%

Service Delivery Approach	20%
Fee Structure & Value	20%
References	5%

The RM reserves the right to interview shortlisted Proponents.

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7. Term of Engagement

The RM anticipates awarding a **three-year contract**, with an option to extend for up to **two additional one-year terms** based on performance, pricing, and municipal needs.

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8. Conditions of RFP

- The RM is not obligated to accept the lowest-priced or any proposal.
- The RM may reject incomplete proposals.
- Proposals become the property of the RM and may be used for evaluation purposes.
- The RM may request additional information or clarification from any Proponent.

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9. Confidentiality

All information provided by the RM in relation to this RFP must be treated as confidential and may only be used for the purpose of preparing a proposal.

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10. Agreement

The selected Proponent will be required to enter into a formal service agreement with the RM outlining expectations, billing arrangements, termination provisions, and confidentiality requirements.