

BUHL HIGHWAY DISTRICT
1500 West Main St.
P.O. Box 386
Buhl, ID 83316
Office: (208) 543-4298
Fax: (208) 543-9001
Email: clerk@buhlhd.com



Neal D. Gier, Chairman
Gary D. Reynolds, Commissioner
Tim E. Smalley, Commissioner
Ted J. Beus, Director
Hailey M. Sears, District Clerk

**REQUEST FOR PROPOSALS (RFP)
LEGAL SERVICES – GENERAL COUNSEL
BUHL HIGHWAY DISTRICT**

Issue Date: [Insert Date]

Proposal Deadline: May 11, 2026, at 1:00 p.m.

1. INTRODUCTION

The Buhl Highway District, Twin Falls County, Idaho, is soliciting proposals from qualified attorneys or law firms to provide ongoing general legal services and representation.

The District is a governmental entity organized under Idaho Code Title 40 and is responsible for the construction, maintenance, and operation of approximately 267 miles of rural roadways, bridges, culverts, and related infrastructure.

The District seeks legal counsel experienced in representing public agencies, with particular knowledge of highway district operations, right-of-way matters, and Idaho law.

2. SCOPE OF SERVICES

The selected attorney or firm will serve as general counsel and provide legal services including, but not limited to:

A. General Counsel

- Attend regular monthly Board meetings (typically the second Monday of each month) and special meetings as needed
- Provide legal advice to the Board of Commissioners and staff
- Review agendas, resolutions, policies, and official actions

B. Public Meeting & Governance

- Advise on compliance with Idaho Open Meeting Law
- Assist with drafting and review of resolutions, findings, and official documents
- Provide guidance on public records requests

C. Right-of-Way & Property Matters

- Assist with right-of-way acquisition, easements, and deeds
- Provide legal support for road vacations and abandonments pursuant to Idaho Code §40-203
- Support quiet title actions and property disputes

D. Contracts & Procurement

- Review and draft contracts, agreements, and intergovernmental agreements
- Provide legal guidance on procurement processes, including RFPs and bid requirements

E. Personnel & Administrative

- Advise on employment matters, personnel policies, and risk management
- Provide guidance on compliance with applicable labor laws

F. Litigation & Representation

- Represent the District in administrative proceedings and litigation as needed
 - Coordinate with special counsel when appropriate
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3. MINIMUM QUALIFICATIONS

Proposers should demonstrate:

- Licensure to practice law in the State of Idaho
 - Experience representing public entities or governmental agencies
 - Familiarity with Idaho Code Title 40 (Highway Districts)
 - Experience with right-of-way, land use, or public infrastructure issues preferred
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4. PROPOSAL REQUIREMENTS

Proposals should include the following:

A. Firm/Attorney Information

- Name, address, and contact information
- Description of firm size and areas of practice

B. Experience & Qualifications

- Relevant experience with public agencies
- Experience with highway districts, counties, or municipalities
- Key personnel who will provide services

C. Scope Approach

- Description of approach to providing legal services
- Availability for meetings and responsiveness

D. Fee Structure

- Hourly rates for attorneys and staff
- Retainer options (if applicable)
- Litigation rates (if different)
- Any additional costs or billing practices

E. References

- At least three references from public agencies or similar clients

5. EVALUATION CRITERIA

- Proposals will be evaluated based on:
 - Relevant experience and qualifications
 - Knowledge of Idaho highway district law and public agency representation
 - Proposed fee structure
 - Responsiveness and availability
 - References
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6. SUBMISSION INSTRUCTIONS

Proposals must be submitted no later than:

May 11, 2026, at 1:00 p.m.

Submit proposals to:

Buhl Highway District
Attn: Hailey Sears, District Clerk
P.O. Box 386
Buhl, Idaho 83316

Email submissions may be accepted at: clerk@buhlhd.com

Late submissions may not be considered.

9. CONTACT INFORMATION

All questions regarding this RFP shall be directed to:

Hailey Sears, District Clerk
Buhl Highway District
Phone: (208) 543-4298
Email: clerk@buhlhd.com

10. RESERVATION OF RIGHTS

The Buhl Highway District reserves the right to:

- Accept or reject any proposal
 - Cancel or modify the RFP process at any time
 - Negotiate terms with the selected proposer
 - Select the proposal deemed to be in the best interest of the District
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