

RFP OUTLINE

Town Attorney Services

Town of Grand Lake, Colorado | 2026 Competitive Procurement

Purpose of this Outline: This document describes the structure and key components of the RFP for Town Attorney Services. It is intended to guide Board review prior to approval and Staff preparation of the full RFP document.

I. INTRODUCTION & GENERAL INFORMATION

A. Town Overview

- Brief description of the Town of Grand Lake (incorporated statutory town, Grand County)
- Population, geographic characteristics, resort/tourism community context
- Overview of Town government structure (Board of Trustees, Mayor, Staff)

B. Purpose of the RFP

- Town seeks qualified law firm or attorney to serve as Town Attorney
- Scope covers general municipal legal services and specialized areas
- Competitive process per Town procurement policy

C. Procurement Schedule

- RFP issue date
- Deadline for questions/clarifications
- Proposal due date and submission instructions
- Evaluation/interview period
- Anticipated award date
- Contract commencement date

D. Instructions to Proposers

- Submission format (electronic and/or hard copy)
- Number of copies required
- Designated point of contact; no ex parte communications
- Right to reject any/all proposals; right to waive informalities
- Public record notice

II. SCOPE OF SERVICES

A. General Municipal Legal Services

- Attend regular and special BOT meetings (in-person and/or remote)
- Advise Mayor, Board, and Staff on legal matters
- Draft and review ordinances, resolutions, contracts, and intergovernmental agreements
- Represent Town in negotiations
- Maintain awareness of changes in Colorado municipal law

B. Litigation & Dispute Resolution

- Represent Town in civil litigation (or coordinate outside counsel)
- Defense of claims against the Town
- Coordination with CIRSA and insurance carriers
- Administrative hearings and appeals

C. Land Use & Planning

- Support Planning Commission and Board of Adjustment proceedings
- Review and advise on development applications, variances, special use permits
- Advise on zoning code updates, comp plan alignment
- Annexation matters

D. Real Estate & Property

- Review and advise on real property transactions
- Easements, rights-of-way, dedications
- Foreclosure and code enforcement proceedings

E. Finance & Procurement

- Advise on municipal finance, bonding, and debt instruments
- Sales tax and revenue matters
- Contract review for public works and procurement

F. Water Rights & Environmental

- Advise on water rights issues relevant to Grand Lake (Colorado water law context)
- Environmental compliance and permitting support
- Federal land/agency coordination (USFS, NPS, federal access issues)

G. Personnel & Employment

- Advise on HR/employment matters
- Personnel policy review
- Workers compensation coordination

H. Other / As Needed

- Election law
- Public records (CORA) compliance
- Sunshine law / open meetings
- Special projects as directed by the Board

III. PROPOSER QUALIFICATIONS

A. Firm/Attorney Background

- Years of practice in Colorado municipal law
- Current and prior municipal clients (type and size)
- Licensed and in good standing with Colorado Supreme Court

B. Key Personnel

- Lead attorney who will serve as Town Attorney — qualifications, bar admission, experience
- Supporting attorneys or paralegals — roles and qualifications
- Policy on attorney substitution; continuity of service

C. Specialized Experience

- Land use and zoning
- Water rights / Colorado water law
- Resort/tourism community legal issues
- Colorado Open Records Act (CORA) and Open Meetings Law
- Municipal finance and bonding

D. References

- Minimum of three (3) current or recent Colorado municipal clients
- Name of primary contact, municipality, scope of services, duration of engagement

E. Conflicts of Interest

- Disclosure of any actual or potential conflicts with the Town of Grand Lake
- Description of process to identify and manage future conflicts

IV. PROPOSAL CONTENT REQUIREMENTS

Proposals shall be organized as follows and include all required elements:

1. Cover Letter — signed by authorized representative, expressing interest and confirming ability to meet scope
2. Firm Overview — history, size, practice areas, office location(s), staffing
3. Qualifications & Experience — narrative demonstrating relevant municipal experience
4. Key Personnel — resumes of lead and supporting attorneys
5. Scope of Services Response — confirm ability to provide all services; describe approach
6. Fee Proposal — see Section V
7. References — three (3) municipal references
8. Conflict of Interest Disclosure
9. Certificate of Insurance (or commitment to obtain required coverages)
10. Any additional information the proposer believes relevant

V. FEE PROPOSAL

A. Pricing Structure Options

- Option 1: Monthly retainer (specify services included and excluded)
- Option 2: Hourly rate schedule (by attorney/staff level)
- Option 3: Hybrid retainer plus hourly for matters outside retainer scope
- Proposers may submit one or more pricing options

B. Required Fee Disclosures

- Hourly billing rates for all attorneys and paralegals
- Billing practices (minimum increments, rounding policy)
- Reimbursable expenses policy (travel, filing fees, etc.)
- Rates for after-hours/emergency services
- Proposed rate structure for litigation (if different from general services)

C. Rate Stability

- Proposed initial contract term (recommend 1-year base with renewal options)
- Rate adjustment provisions and caps

VI. EVALUATION CRITERIA

Proposals will be evaluated by a Staff review committee using the following weighted criteria:

| Criterion | Weight | Max Points |
|---|--------|------------|
| Qualifications & Experience in Colorado Municipal Law | 25% | 25 |

| | | |
|---|-------------|------------|
| Qualifications & Experience in Relevant Specialty Areas (land use, water, resort) | 20% | 20 |
| Key Personnel — Lead Attorney qualifications & availability | 20% | 20 |
| Proposed Approach to Scope of Services | 15% | 15 |
| Fee Proposal — competitiveness, transparency, and value | 15% | 15 |
| References — quality and relevance of prior municipal engagements | 5% | 5 |
| TOTAL | 100% | 100 |

The Town reserves the right to conduct oral interviews or presentations with top-ranked proposers prior to final recommendation to the Board of Trustees.

VII. CONTRACT TERMS (SUMMARY)

A. Contract Structure

- Initial term: one (1) year with up to [X] annual renewal options
- Termination for convenience by either party with 30/60-day written notice
- Termination for cause with cure period

B. Required Insurance

- Professional liability (errors & omissions): minimum \$1,000,000 per claim
- General liability: minimum \$1,000,000 per occurrence
- Town named as additional insured where applicable

C. Key Contract Provisions

- Compliance with Colorado law and Rules of Professional Conduct
- Confidentiality and attorney-client privilege obligations
- Conflict of interest management obligations
- Record retention and return upon contract termination
- Transition assistance obligations

VIII. SUBMISSION INSTRUCTIONS

A. Deadline & Format

- Proposals due by [TIME] on [DATE]
- Electronic submission preferred: [email/portal address]

- Hard copies (if required): number of copies, delivery address
- Late proposals will not be accepted

B. Contact

- All questions submitted in writing to [Staff contact name, title, email]
- Questions deadline: [DATE]
- Written addenda will be issued for all questions; distributed to all registered proposers

C. Reservation of Rights

- Town reserves the right to reject any or all proposals
- Town reserves the right to waive informalities
- Town is not responsible for proposal preparation costs
- This RFP does not constitute a contract or commitment to award