



TOWN OF GRAND LAKE

STAFF REPORT

TO
Mayor & Trustees

FROM
Steve Kudron, Town Manager

DATE
June 8, 2026

ACTION TYPE: Action Requested Information Only

RE: Authorization to Issue Request for Proposals – Town Attorney Services

BACKGROUND

In the fall of 2024, the Town of Grand Lake conducted a competitive Request for Proposals (RFP) process for Town Attorney services. Following evaluation of the proposals received and deliberation, the Board of Trustees voted to retain the Town’s current legal counsel rather than transition to a new firm.

Since that time, Staff has continued to monitor the Town’s legal service needs and the competitive landscape for municipal legal services in Colorado. Staff believes the time is appropriate to again solicit proposals for Town Attorney services to ensure the Town is receiving optimal value, expertise, and service levels for its legal needs.

PURPOSE

Staff requests that the Board of Trustees authorize Staff to issue a new Request for Proposals for Town Attorney services. A competitive procurement process will allow the Town to:

- Evaluate the current market for municipal legal services
- Ensure competitive pricing and fee structures
- Confirm that the Town is receiving services aligned with its current and future legal needs
- Fulfill the Town’s commitment to transparent and competitive procurement practices
- Consider firms with specialized expertise in areas relevant to Grand Lake, including land use, water rights, municipal finance, and resort community issues

PROPOSED RFP PROCESS TIMELINE

Staff proposes the following general timeline for the RFP process:

Milestone	Target Date
BOT Authorizes RFP Issuance	June 8, 2026
RFP Published / Advertised	June 15, 2026
Deadline for Proposer Questions	June 30, 2026
Proposals Due	July 18, 2026
Staff Review / Scoring Complete	August 1, 2026
Interviews (if conducted)	Week of August 10, 2026
Staff Recommendation to BOT	August 26, 2026 BOT Meeting
BOT Selection / Award	August 26, 2026 BOT Meeting
Contract Execution	September 2026

FISCAL NOTE

There is no direct fiscal impact associated with authorizing the issuance of this RFP. Staff time will be required to manage the procurement process. Any change in legal services costs will be reported to the Board when a recommendation is brought forward. The current Town Attorney budget is unaffected until a new contract, if any, is executed.

STAFF RECOMMENDATION

Staff recommends that the Board of Trustees authorize the issuance of a Request for Proposals for Town Attorney services and direct Staff to manage the procurement process in accordance with the Town's procurement policies. The current Town Attorney will continue to provide legal services throughout the RFP process, and the Town will honor all existing service commitments through any transition period.

SUGGESTED MOTIONS

Motion 1 – Authorization to Issue RFP:

“I move to authorize Staff to issue a Request for Proposals for Town Attorney services and to manage the procurement process in accordance with the Town's adopted procurement policies, with Staff to return to the Board of Trustees with a recommendation no later than the August 26, 2026 regular meeting.”

Motion 2 – Defer Issuance (Alternative):

“I move to defer the issuance of a Request for Proposals for Town Attorney services to [date certain], directing Staff to return to the Board at that time with an updated recommendation and revised timeline.”

Motion 3 – Decline to Issue RFP (Alternative):

“I move to decline to authorize the issuance of a Request for Proposals for Town Attorney services at this time, with direction to Staff to review the matter again no later than [date certain].”

ATTACHMENTS

- RFP Outline – Town Attorney Services
- Draft RFP – Town Attorney Services, Town of Grand Lake, Colorado