



Date: September 8, 2025
To: Mayor and Town Council
From: Sean O’Keefe, Town Manager
Re: Discussion: **Town Attorney RFQ**

Objective:

To update Town Council on the results of the Request for Qualifications (RFQ 2025-006) for Town Attorney/Legal Services and obtain direction on next steps.

Summary:

The Town issued RFQ 2025-006 seeking qualified firms to provide Town Attorney and related legal services. The solicitation closed on September 2, 2025, and five responses were received. Each firm submitted the required materials for consideration.

At this stage, Town Council must determine how to proceed with evaluation of the submittals. Options may include scheduling Council-led interviews of the responding firms.

Fiscal Impact:

N/A

Staff Recommendation:

Staff recommends that Town Council discuss the available options and provide direction.