



TOWN OF PALMER LAKE

Request for Proposal – Legal Services

INTRODUCTION

The Town of Palmer Lake is a Statutory Town in El Paso County, Colorado, United States. Palmer Lake is one of three communities in the Tri-Lakes region between Denver and Colorado Springs. Located off Interstate 25, near two major metropolitan centers, Palmer Lake is a growing community on the Front Range of the Rocky Mountains with a population of approximately 2600.

PURPOSE AND SCOPE OF WORK

The purpose of this project is to find an individual and/or firm representing the Town of Palmer Lake as its Town Attorney.

- Review and/or draft agreements, contracts, resolutions and ordinances to ensure compliance with state, federal and local laws.
- Act as legal advisor to the Town of Palmer Lake Board of Trustees, Planning Commission, Parks Commission, the Board of Adjustments, and Town Staff as requested.
- Provide legal training for Board Members and Staff.
- Provide guidance on personnel matters.
- Attend Board meetings and Planning and Zoning Commission meetings as needed.
- Provide guidance on general municipal procedures including Colorado Open Meetings Law, The Colorado Open Records Act, liquor licensing and municipal election law.
- Review and/or draft legal documents related to real estate acquisitions, easements, variances, rights of way and other property and land use issues.
- Research and submit legal opinions on municipal or other legal matters as requested.
- Assure compliance with all ordinances, state and federal laws, and provide guidance on any legislative matters or changes that may affect the Town.
- Involvement in other legal matters as requested.
- Coordinate with outside Counsel regarding litigation on behalf of the Town.

PROPOSALS SHOULD INCLUDE THE FOLLOWING INFORMATION:

- Describe your experience with local government specific to statutory towns and municipal laws.
- Firms should provide the name and qualifications of the person proposed to provide the Town Attorney services to the Town. This is the person that will be appointed as Town Attorney from your firm.
- Firms should provide the names and qualifications for each supporting member of the Town Attorney team and how they will be utilized by the Town Attorney.
- Describe any knowledge or experience that makes you, or any attorney(s) in your firm, particularly qualified to fulfill the Town Attorney duties.
- Provide the name of your professional liability, insurance carriers, and insurance limits on each policy.
- Disclose any potential conflicts of interest that you or any member of your firm may have in relation to the Town of Palmer Lake including any prior contact or association with board members or employees.
- List Town Attorney and supporting staff rates and any other applicable billable rates and expenses, such as mileage, travel time, photocopying and postage.
- Include statement of qualifications.
- Provide list of current towns and/or cities that you and/or your firm have and currently represent.
- Provide a minimum of three municipal client references.

REQUIRED SUBMITTALS

The consultants(s) shall not contact board members or employees during the submittal and selection process.

1. The consultant(s) shall provide the proposal by physical delivery, mail, or by email. Additional explanatory and supplemental materials may be submitted under a separate cover, if desired.
2. Introduction/Executive Summary: Introduce your firm or business and provide an overview of your experience and interest in this service. As an Appendix to the RFP, provide team members' resumes.
3. Project Experience: Provide a list of similar work or experience with a comparable service scope.
4. Provide a schedule of fees and charges associated with each of the Scope of Work items. Outline any reimbursable expenses.

SELECTION PROCESS

The Town Board of Trustee and/or the Town Administrator and Town Staff will review all proposals. The proposals will be scored on the following criteria:

1. Quality and thoroughness of the proposal.
2. Municipal Government Experience
3. Consultant's experience and past performance in completing similar projects.
4. Cost.

ADDITIONAL CONDITIONS AND INFORMATION

ACCEPTANCE OF PROPOSAL: It is expressly understood that the TOWN reserves the right to reject any or all responses to this RFP. Final selection will be based on the proposal's apparent ability to best meet the overall expectations of the Town as determined solely by the Town.

COST OF PROPOSAL AND CONSULTANT(S) EXPENSES: Expenses incurred in the preparation of proposals in response to this RFP are the Consultant(s) sole responsibility. The Owner assumes no responsibility for payment of any expenses incurred by any Consultant(s) as part of the RFP process.

LATE PROPOSALS: Late proposals will not be considered.

OPEN RECORDS ACT: Notwithstanding any language contained in the proposal to the contrary, all proposals submitted to the Town become the property of the Town. Any information considered proprietary should not be included or clearly identified as confidential.

OPENING OF PROPOSALS: The Town reserves the right to open Proposals received in response to this RFP, privately and unannounced, after the closing date and time.

IRREGULARITIES: The Town reserves the right to waive any and all irregularities contained within a proposal.

PROPOSAL SUBMITTAL DEADLINE

The deadline for submittals is February 20, 2026, 5pm

Late submissions will not be considered.

Questions and inquiries regarding the RFP should be directed to Glen Smith, Interim Town Administrator, 719.481.2953 or gsmith@palmer-lake.org prior to the submittal due date. The Town will issue a response to all questions by email.