



**TOWN OF PALMER LAKE
BOARD OF TRUSTEES - AGENDA MEMO**

DATE: February 26, 2026	ITEM NO.	SUBJECT: Retaining Legal Counsel/ RFP
Presented by: Glen Smith Interim Town Admin		

Purpose

The purpose of this memo is to provide an update on the Town Attorney Request for Proposals (RFP) process and to outline the next steps for Board review, presentations, and potential selection. This memo is intended to ensure alignment with the previously established and communicated process referenced in prior memos dated January 30, 2026, and February 12, 2026.

RFP Response Summary

As previously communicated, the Town issued a Request for Proposals for permanent legal counsel. At the close of the approved extended advertised deadline, 2/20/26 5pm, the Town had received three (3) complete responses from qualified law firms. These responses were received in accordance with the published procurement timeline and requirements.

Town staff is currently evaluating the proposals from an administrative and operational perspective, consistent with the structured and transparent RFP process previously outlined to the Board. This evaluation includes review of qualifications, municipal experience, availability, cost and alignment with the Town's legal service needs.

Distribution of Materials to the Board

Per the Boards request staff has provided proposals to the Board of Trustees in their updated Board Packet for the February 26, 2026 Regular Meeting and staff is prepared to discuss and provide additional information.

Scheduled Presentations

During the March 12, 2026, work shop, each of the three responding firms will present to the Board of Trustees. Each firm will be allotted approximately fifteen (15) minutes to outline their qualifications, experience, and approach to providing general counsel services to the Town. These presentations are intended to give the Board an opportunity to hear directly from each firm, ask questions, and evaluate their qualifications prior to considering any selection or authorization to enter into negotiations.

Potential Board Action

Following the presentations and discussion, the Board may choose to take action at the March 12, 2026, Regular Meeting to identify a preferred firm and authorize staff to enter into negotiations for an agreement for legal services. Selection at this stage would authorize negotiation only; final agreement terms would be brought back to the Board for approval prior to execution.

Alignment with Established Process

Staff appreciates the support the board has provided us with this process and the Town remains consistent with the previously communicated procurement structure, which emphasized transparency, fairness, and adherence to municipal procurement best practices, while ensuring the Board retains final authority in the selection of legal counsel.

Staff will continue to support the Board throughout the evaluation and selection process and to retain legal services for the Town.