



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

DATE: March 12, 2026	ITEM NO.	SUBJECT: Legal Services RFP Staff Review
Presented by: Glen Smith Interim Town Administrator		

Purpose

The purpose of this memo is to provide the Board of Trustees with staff feedback on the attorney proposals, per the RFP Selection Process.

Background:

Questions for the attorneys were compiled based on all department supervisors' feedback. These questions are provided in both the workshop and regular meeting packets for the board to consider including in the attorney interviews.

Per the RFP Selection Process, a rating sheet was provided to the department supervisors to rate each proposal in the areas Quality & Thoroughness of the Proposal, Municipal Government Experience, and Consultant's Past Performance. This rating sheet is provided in the workshop packet as an optional tool for the board to use in their attorney reviews.

Each department supervisor rated each proposal. The town administrator rated the proposals on Completeness in regard to the RFP's specifically Requested/Required Information. The cost ratings were calculated as a function of the anticipated fees. The categories were weighted and the results were ranked accordingly. These ratings will be provided at the board meeting, tabletop.