

Request for Proposal Town Attorney Services

Summary: The Town of Orchard City is seeking the services of a municipal attorney(s) to fulfill the duties and responsibilities described in this Request for Proposals (RFP) for the Town Attorney position. The Town is inviting individual attorneys or firms to respond for providing the Town with legal services as outlined below.

Background: The Town of Orchard City is a Statutory Town located in Delta County, Colorado. The Town's Board of Trustees will appoint an attorney (or firm of attorneys) licensed to practice law in the State of Colorado. He/She shall serve at the pleasure of the Board of Trustees and perform duties determined by the Board of Trustees. Compensation of the Town Attorney shall be fixed by the Board of Trustees. The Town Attorney works closely with the Mayor and Town Administrator (who also reports to the Town Board of Trustees) often receiving the majority of work requests from the Town Administrator.

Town Board of Trustees meetings are held on the second Wednesday of the month starting at 7 PM. The Board of Trustees also holds work sessions, the first Wednesday starting at 7 PM and special evening meetings throughout the year. While the Town Attorney is not expected to attend all Town Board of Trustees and meetings, the Town Attorney should be available upon request to attend meetings as needed.

The Town is a member of CIRSA and works with CIRSA for liability and insurance needs. The Town currently works with CIRSA and the Town Attorney on employment law matters. The Town Attorney will work with CIRSA on legal matters.

Scope of Services:

- 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 Board of Trustees, Planning Commission and Town Staff as requested.
- Provide legal training for Town Board of Trustees Members and Staff.
- Provide guidance on personnel matters as requested.
- Attend Board of Trustees meetings and Planning Commission meetings as needed.
- Currently the workload does not equate to full-time hours, but hours will be flexible and dependent upon need and may fluctuate week to week.
- Provide guidance on general municipal procedures including Colorado Open Meetings Law, the Colorado Open Records Act, liquor licensing, planning and zoning law, code enforcement issues 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.
- Prepare Election Calendars as needed.
- Coordinate with outside Counsel regarding litigation on behalf of the Town.

Proposals should include the following information:

- The Town of Orchard City is a statutory municipality. Describe your experience with statutory towns and municipal law.
- 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 include relevant municipal prosecution and/or water rights law experience if applicable, albeit this is not required.
- 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 Orchard City.
- 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 a list of current cities/towns or other local governments that you and/or your firm have and currently represent.
- Provide a minimum of three municipal client references.

Other Terms and Conditions:

- The Town reserves the right to undertake its own investigation to evaluate a candidate. The Town shall have the sole discretion to accept or reject any submittal.
- The Town reserves the right to solicit or recruit any attorney(s) or legal firms directly to request qualifications.
- All submittals become the property of the Town upon receipt and will not be returned to the applicant.
- The Town operates under applicable public disclosure laws. Proprietary information must be identified and will be protected to the extent that is legally possible.
- Cost of submitting the response to the RFP, attendance at an interview, or any other such costs are entirely the responsibility of the candidate or candidate firm and shall not be reimbursed in any manner by the Town.
- Failure to conform to directions under this RFP may lead to the rejection of a submittal.
- The submittals should contain all information necessary to evaluate the qualifications of a candidate or firm.

- The Town reserves the right to accept or reject any and/or all proposals and to waive any informalities or irregularities in said proposals.

Submit to:

Town of Orchard City, 9661 2100 Road, Austin, CO. 81410. Please submit written questions to Melissa Oelke, Town Administrator, at finance@kaycee.net

Deadline:

Proposals are due no later than 3 PM on April 25, 2025.