

REQUEST FOR PROPOSALS

February 6, 2017

The Town of Silver Cliff is currently seeking the services of a municipal attorney to serve as the Town Attorney. It is intended that the successful candidate would perform the services listed below.

This RFP contains the instructions governing the proposals to be submitted, the material to be included therein, and the requirements that must be met to be eligible for consideration.

CALENDAR:

<u>February 6, 2017</u>	Send out Request for Proposals
<u>February 22, 2017</u>	Deadline for submission of proposals
<u>March 1, 2017</u>	Selection of finalists for interview
<u>March 8-9, 2017</u>	Conduct interviews
<u>Will be set after interviews</u>	Appointment of Town Attorney

Questions concerning the information contained herein should be directed to the following person:

Ileen Squire
Town Clerk
(719) 783-2615

Written proposals (8 copies) will be received at the Town of Silver Cliff, Town Hall, 612 Main Street, Silver Cliff, CO 81252, until 4:00 p.m., February 22, 2017. The Town reserves the right to accept or reject any and all proposals and to waive any informalities or irregularities in said proposals. The Request for Proposal does not bind the Town to accept a proposal when, in the Town's sole discretion, the Town determines not to do so.

The scope of services for the Town Attorney includes but is not limited to:

- Review or draft intergovernmental agreements as requested by staff or the Board
- Defense of Town from lawsuits as needed
- Train Board members in legal matters when requested
- Review or draft changes to the Municipal code as requested by staff or Board
- Review or prepare Board resolutions if requested by the staff or Board

- Review or draft contracts as requested by Town staff
- Involvement in personnel matters when requested by staff
- Involvement in liquor licensing issues when requested by Board or staff
- Involvement in development of code amendments when requested by staff
- Provide support to a separate law firm, if requested by staff or by the other firm, for special matters determined by the board to need an outside Attorney
- Provide support to staff and the Redevelopment Authority regarding issues
- Involvement in Urban Renewal matters when requested by staff
- Involvement in condemnation proceedings if necessary
- Review of Plats
- Attend Board Meetings on the 1st, Monday of each month when requested, Planning Commission Meetings on the 3rd Wednesdays when requested and other Special Meetings as needed.
- Involvement in other legal issues as requested by staff or Board

The Town contracts with a Judge to perform prosecution services in Municipal Court. The Town Attorney will only be involved in these matters if requested by staff or the Judge.

The following information must be included in your written proposal and is extremely important as it may well be your only opportunity to present your firm's qualifications.

1. Name of the person who will be in charge of providing Town Attorney services to the Town. This is the person who will be appointed to the position of the Town Attorney by the Town Board, and is the person who will attend Board meetings on Monday and Wednesday evenings and all other Special Meetings. A resume of this person's background and experience should emphasize the municipal law experience of that person and the level of responsibility in this area.
2. The names and qualifications for each supporting member of the Town Attorney team and how they would be utilized by the person in Item #1 above.
3. Specific information on the certification, licensure/registration and continuing education training of each of the above individuals for preceding calendar year.
4. Please provide the name of your professional liability and other insurance carriers and the insurance limits on each policy.
5. Please furnish an organization chart or recap of the permanent personnel in your office who will be responsible for the Town engagement.
6. Please disclose any potential conflicts of interest that your firm may have in relation to the Town of Silver Cliff.

7. Provide details regarding your existing workload and how you will fit this contract into your existing work priorities.
8. Provide a list of all other municipal clients with whom you have worked in the past five years. Please submit three client references that we may contact. These should be municipal governments or other governmental organizations where the individuals listed in Items #1 and #2 above currently provide or have provided municipal legal services in the recent past.
9. An acknowledgement that the proposed point person will not be changed without Board approval.
10. Each respondent's proposal and bid should address the ability to perform this scope of work, along with the specific expertise, education and experience of the various individuals who will be performing work.
11. The Town reserves the right to obtain services from other attorneys when the Town in its sole discretion believes that the use of another law firm would be in the best interests of the Town. The respondent's proposal must affirmatively state that this is acceptable and that the respondent's must affirmatively state that this is acceptable and that the respondent will agree to this provision in the negotiated contract.
12. List of rates by attorney and supporting staff.

The Town Attorney Services proposal shall be so indicated on the outside of a sealed envelope, and must be received by the Town Hall by 4 p.m. on February 22, 2017 at 612 Main Street, Silver Cliff, CO 81252. Please include eight copies in your submission. Any proposals received after that date and time will be returned unopened.

Finalists will be selected for interviews by the Town Board. Finalists are welcome to have one, some or all members of their attorney team attend the selection committee interview.

The Town reserves the right to undertake its own investigation to evaluate any candidate. The Town shall have sole discretion to accept or reject any proposal. All proposals become the property of the Town upon receipt. Proposals that are received on a timely basis will not be returned.

The Town operates under applicable public disclosure laws. Proprietary information must be identified and will be protected to the extent that this is legally possible. Your costs in developing the proposal, attendance at any meetings relating to this proposal, and other costs relating to the proposal are your responsibility and will not be reimbursed by the Town.

Please submit any questions in writing to the Town of Silver Cliff Mayor at the following:

Town of Silver Cliff PO Box 154 Silver Cliff, CO 81252 (719) 783-2615

townofsilvercliff@centurytel.net