

## REQUEST FOR PROPOSALS

### Overview:

The Town of Crestone accepts proposals from qualified attorneys or law firms for contacted Town Attorney services.

A copy of the RFP and associated documentation may be obtained on the Town's website at <https://townofcrestone.colorado.gov/> or Town Hall located at 108 W. Galena Avenue, Crestone, CO 81131.

Questions: Before submitting a proposal, each respondent shall become fully informed as to the extent and character of work required. All questions must be submitted to Andrew D'Ambruoso, Deputy Town Clerk, at [crestonetownoffice@gmail.com](mailto:crestonetownoffice@gmail.com).

### Background:

The Town of Crestone is located in the San Luis Valley against some of the most beautiful scenery in the Sangre de Cristo mountains. The Town's population is 150; however, the Baca Grande Subdivision (about 2000 full-time residents) and 13 major spiritual retreat centers are located directly south of the Town. The Town hosts guests and residents in its commercial district, far exceeding its population.

Historically, Crestone was a mining town. Crestone's small-town character is essential to new and old residents, and maintaining that character has consistently been identified as an important priority by the Board.

Crestone is a Statutory Town and overseen by a Town Board comprised of six Trustees and one Mayor elected at large. The Town has an appointed Town Administrator and about eight full-time and part-time employees providing various municipal services, including water treatment and distribution, wastewater collections, a cemetery, parks and recreation, land use planning, stormwater drainage, and street maintenance, among other things. The Town does not currently have a building code but plans to adopt one in 2023. The Town also has a municipal court, and the selected individual or firm will be expected to provide Town prosecutor services in addition to the general legal services expected.

### Project Description:

The Town seeks a contracted Town Attorney to provide legal advice on various municipal law issues. The contracted Town Attorney will consult with and make recommendations regarding legal matters to the Town Board, Town staff, or other Town commissions and committees. The contracted Town Attorney is not a Town employee, and all services will be provided via contract.

The Town Attorney will be expected to attend all Town Board meetings and advise the Town on general legal issues. Attendance is also expected periodically at Board of Adjustment meetings, Planning and Zoning Commission meetings, and other meetings as necessary. While it is not likely that the Town Attorney will maintain a full-time office at Town Hall, the selected individual or firm should attend meetings there periodically as necessary.

In addition to attending meetings and providing legal advice, the Town Attorney will draft and review documents necessary for the efficient operation of the Town. Timeliness of response and accessibility to the contracted Town Attorney is essential to the service. Accessibility includes being generally available to attend meetings on short notice and the knowledge to be reached promptly by telephone and e-mail.

Submittal Requirements:

**Responses must be received by mail or delivered in person no later than the close of business (2:00 PM) on Tuesday, August 2, 2022 for first review. Appointment open until filled.** Responses must be submitted in a sealed envelope, addressed to the Deputy Town Clerk, Town of Crestone, 108 W. Galena Ave., P.O. Box 64, Crestone, CO 81131. The sealed envelope containing the RFP responses must be marked as "RFP for Town Attorney Services" with the firm or individual's name and address.

Submittal of one (1) original and one (1) electronic file in PDF format (CD or USB) of the RFP is required. The firm's fee schedule, reimbursable and overhead costs shall accompany the RFP response but must be in a separate sealed envelope marked "Cost Proposal."

Offerors shall submit one consolidated response to this RFP. The proposal shall be typed and presented on 8 1/2" x 11 " size paper, up to a TOTAL page limit of twenty (20) pages (inclusive of dividers, transmittal letters, Table of Contents, and required forms). Offerors should not include any promotional material. The proposal should be brief, clear, and concise. The response shall include the following:

**SECTION 1 INTRODUCTION/PRESENTATION:** Responses must be signed and include a Letter of Transmittal with the identification of the Offeror, who will have contractual responsibility with the Town of Crestone. Identification shall consist of the company's legal name, corporate address, telephone number, and email address of the contact person identified during the proposal evaluation period. If the individual/firm operates from more than one location, please specify the office to which this project will be assigned. Identify all subconsultants that will be involved.

**SECTION 2 TECHNICAL PROPOSAL: Firm Information & Qualifications:** This section of the proposal shall establish the ability of the Offeror to satisfactorily perform the required work by reasons of experience in performing work of a similar nature to the Project Description; proven competence in the services to be provided; strength and stability of the firm; staffing capability; track record of meeting schedules on similar projects and supportive client references. Include information about relevant prior experience, the number of years the firm has been in business, and specialized expertise.

The Offeror shall:

- Provide a brief profile of the firm, including the types of services offered; the year founded; a form of the organization (corporation, partnership, or sole proprietorship); number, size, and location of offices; and the total number of employees.
- Describe the firm's experience in performing work of a similar nature to that solicited in this RFP and highlight the participation in such work by the key personnel proposed for assignment to the Town.
- Describe specialized training, experience, and professional competence in the area directly related to the service being offered.

**SECTION 3. PROPOSED STAFFING AND ORGANIZATION:** This proposal section shall establish the method that the Offeror will use to provide requested services and identify key personnel assigned. The Town expects one individual to be the point person for all services rendered as part of the contract and will be appointed as the Town Attorney.

The offeror shall:

- Furnish brief resumes (two pages maximum per resume) for the proposed Town Attorney and key personnel (including any sub-consultants).
- Include an organizational chart with clearly defined roles, lines of communication, and support services.

- Provide a list of areas of technical expertise concerning the Statement of Work.

**SECTION 4. RELEVANT EXPERIENCE & REFERENCES:** The offeror shall provide a minimum of three (3) references for completed work like that in the scope of services being offered within the last three (3) years. Reference projects should have been completed within the previous four (4) years and similar to those described in this RFP.

Please include the following information:

- Name of client.
- Name and title of client's primary contact.
- Telephone, fax, email, and mailing address of the client's primary contact.
- A brief description of the types of services provided, the location where the services were provided, and the dates of service.

Selection Criteria:

The evaluation committee, consisting of Town representatives, will evaluate and score each submitted proposal. Applicants may be invited to provide an interview presentation before the evaluation committee at the Town's sole discretion. Respondents should be available for interviews during the two weeks following the RFP due date. The Town of Crestone reserves the right not to interview and to make the final selection based upon the submitted proposal. A contract will be recommended for the award as determined by the evaluation committee.

The following criteria will be used to review the written proposals and interview sessions.

**CRITERIA TO BE USED FOR EVALUATING SUBMITTED PROPOSALS:**

<b>Criteria</b>	<b>Standard</b>
Qualifications	Does the individual or firm have the required specialists and expertise? Does the consultant have examples of substantially similar work completed successfully?
Fees	Is the fee schedule comparable to typical professional fees in the San Luis Valley of Colorado and to other submitted RFPs?
Ability to Furnish Professional Services	Does the consultant have personnel with the necessary skills?

Awarding of Contract:

The Town of Crestone reserves the right to reject, for any reason whatsoever, any proposals received as a result of this request; to waive any informality or irregularity in a proposal; to negotiate with all qualified sources, and to cancel all or part of the RFP. The Town reserves the right to accept the proposal that provides the best value to the Town at its sole discretion. The submission of a proposal does not in any way commit the Town to enter into an agreement or contract with that proposal submitter, nor to pay any costs incurred in preparing and submitting proposals in anticipation of a contract. All information presented in response to this request for proposal is public after the Notice of Award has been issued. The consultant should not include as part of the proposal any information which they believe to be a trade secret or other privileged or confidential data. If the consultant wishes to have such material, then the material should be supplied with a separate cover and identified as confidential. Entire proposals marked

confidential will not be honored. The Town of Crestone will endeavor to keep that information confidential, separate from the proposal, subject to the Colorado Open Records Act or court order.