



JACKSON COUNTY ADMINISTRATOR
Samantha Martin
COUNTY OF JACKSON
WALDEN, COLORADO 80480
(970) 723-4660

INTRODUCTION

Jackson County is located in the North Central part of Colorado. We are situated between Steamboat Springs CO and Laramie WY. The 2020 census lists our population at 1379, but we have a thriving tourist population and many second homeowners.

PURPOSE AND SCOPE OF WORK

The purpose of this project is to find an individual and/or firm to represent Jackson County as its County Attorney.

- Review and/or draft agreements, contracts, resolutions and ordinances to ensure compliance with state, federal and local laws.
- Act as legal advisor to and counsel the Board of Commissioners, Planning and Zoning Commission and County Staff as requested.
- Provide legal training for Board Members and Staff.
- Provide guidance on personnel matters.
- Provide guidance on general statutory procedures including Colorado Open Meetings Law, The Colorado Open Records Act, liquor licensing and 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 County 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 County.
- Involvement in other legal matters as requested.
- Coordinate with outside Counsel regarding litigation on behalf of the County.

PROPOSALS SHOULD INCLUDE THE FOLLOWING INFORMATION:

- Describe your experience with Colorado statutory law.
- Firms should provide the name and qualifications of the person proposed to provide the County Attorney services to Jackson County. This is the person that will be appointed as County Attorney from your firm.
- Firms should provide the names and qualifications for each supporting member of the County Attorney team and how they will be utilized by the County Attorney.
- Describe any knowledge or experience that makes you, or any attorney(s) in your firm, particularly qualified to fulfill the County 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 Jackson County.
- List hourly billing rates for yourself and other attorneys in your Firm who may be called upon to provide legal services to Jackson County, and list supporting staff rates and any other applicable billable rates and expenses, including attorney rates during travel to and from Walden and other mileage, travel time, photocopying and postage costs.
- Include statement of qualifications.
- Provide list of current Counties and/or Towns that you and/or your firm have and currently represent.
- Provide a minimum of three references

REQUIRED SUBMITTALS

1. The applicant shall provide the proposal by physical delivery, mail, or by email. Additional explanatory and supplemental materials may be submitted under a separate cover, if desired.
2. Introduction/Executive Summary: Introduce your firm or business and provide an overview of your experience and interest in this service. As an Appendix to the RFP, provide team members resumes.
3. If you or your firm do not currently represent any County or Town, provide a description of similar work or experience with comparable service scope.

ADDITIONAL INFORMATION

The person and/or firm chosen will not be an employee of Jackson County. The person chosen as County Attorney must, by statute, be a member of the Bar of the State of Colorado and at least 25 years of age. This request for proposals is for legal representation to be utilized on an as-needed contract basis. Jackson County does not pay a fixed periodic retainer for legal services. Therefore, legal services must be billed on an hourly time and expense basis.

PROPOSAL SUBMITTAL DEADLINE

The deadline for submittals is October 25, 2024, at 4:00pm

Late submissions will not be considered.

SELECTION PROCESS

County Board of Commissioners and County Administrator and the former County Attorney will review all proposals. The proposals will be scored on the following criteria:

1. Quality and thoroughness of the proposal.
2. Applicant's experience and past performance in completing similar legal work for local governmental entities.
3. Cost and hourly rates.

ADDITIONAL CONDITIONS AND INFORMATION

1. **ACCEPTANCE OF PROPOSAL:** It is expressly understood that the COUNTY reserves the right to reject any or all responses to this RFP. Final selection will be based on the proposal's apparent ability to best meet the overall expectations of the County as determined solely by the County.
2. **COST OF PROPOSAL AND APPLICANT'S EXPENSES:** Expenses incurred in the preparation of proposals in response to this RFP are the Applicant's sole responsibility. The County assumes no responsibility for payment of any expenses incurred by any Applicant as part of the RFP process.
3. **LATE PROPOSALS:** Late proposals will not be considered.
4. **OPEN RECORDS ACT:** Notwithstanding any language contained in a proposal to the contrary, all proposals submitted to the County become the property of the County. Any information considered proprietary should not be included or clearly identified as confidential.
5. **OPENING OF PROPOSALS:** The County reserves the right to open Proposals received in response to this RFP, privately and unannounced, or in open public meeting, after the closing date and time.
6. **IRREGULARITIES:** The County reserves the right to waive any and all irregularities contained within a proposal.

Questions and inquiries regarding the RFP should be directed to Samantha Martin, County Administrator, 970-723-4660 or smartin@jacksoncountycogov prior to the submittal due date. The County will issue a response to all questions by email.