

Huerfano County
Request for Proposals
2018-07
County Attorney

December 5, 2018

Summary of Request

The Board of County Commissioners of Huerfano County is seeking proposals for the provision of legal services. Individuals or firms meeting the requirements of this RFP are invited to submit their credentials. The Commissioners will analyze the respondents and select either an individual or firm to represent Huerfano County as the County Attorney. As an appointment of the Board of Commissioners, the County Attorney serves at the pleasure of the governing body. However, it is proposed that the County Attorney's services and initial term of service be memorialized in the form of a contract set on mutually agreeable terms.

Huerfano County Profile

Huerfano County is a community encompassing 1,593 square miles and home to approximately 6,700 residents. The County is governed by a three (3) member Board of Commissioners, elected by districts to four (4) year terms. Huerfano County is home to two (2) incorporated communities: Walsenburg and La Veta. Each community has its own governing body. The County, however, provides many essential services to the residents.

Huerfano County through its staff and Officers provides a variety of services including, but not limited to: zoning and code enforcement, law enforcement, revenue assessment and collections, road and bridge construction and maintenance, social services, and general government administration. Inclusive of Elected Officials and staff, the County employs approximately 110 full-time employees and has an annual operating budget of approximately \$11 million dollars.

Outline of Services to be Provided

The individual or firm serving as the County Attorney works at the direction and under the general oversight of the Huerfano County Board of Commissioners. The County Attorney is expected to provide legal counsel to the Board of Commissioners, County staff and Elected Officials of Huerfano County. Specific workload and commitment of hours will vary based on the needs of the County.

Services to be provided include, but are not limited to, the following:

Attendance, upon request, at regular meetings of the Board of Commissioners. The Board meets at 10:00 a.m. every Tuesday. From time to time the County Attorney may be asked to attend special meetings of the Board of Commissioners or advisory boards, or commissions.

Provide counseling on issues as they arise to the Board of Commissioners and/or County Administrator and staff including Elected Officials where the consultation with Elected Officials does not conflict with the interests or policies of the Board of Commissioners.

Prepare and/or review contracts, leases, easements, deeds and other legal instruments on behalf of the County.

Draft ordinances, resolutions and other legal documents.

Assist staff in the administration and compliance with public procurement and public financing.

Provide legal counsel to staff on human resource and personnel related matters.

Support staff in the interpretation and implementation of the land use regulations, zoning ordinance and County code. Assist in the development of new and amended zoning, subdivision and general county ordinances as needed.

Keep the Board of Commissioners and senior staff apprised of changes to state and federal law, which potentially impacts Huerfano County's government.

Litigating in all district, state and federal courts as required.

Knowledge, Skills and Abilities

The County Attorney shall possess the following:

- Thorough knowledge of Colorado local government law, legal precedents, court cases and administrative regulations pertaining to, but not limited to: land use, taxation, contracts, real estate, public sector employment law, civil litigation, constitutional law and related regulatory laws pertaining to local governments within the State of Colorado.
- The ability to manage conflict in a professional, diplomatic and courteous manner.
- The ability to provide informed interpretation of the Colorado Revised Statutes and appropriate application of law as it pertains to local units of government within the State.
- Exceptional written and oral communications skills.
- A demonstrated understanding of Huerfano County.

Qualifications

The individual appointed either as a sole practitioner or a member of a law firm shall be a member of the Colorado State Bar. The candidate should possess at least ten (10) years of experience as a practicing attorney in the State of Colorado within the field of municipal law. The candidate shall be a member in good standing of the Colorado State Bar and have an active license to practice law within the State of Colorado. The candidate must be admitted to practice law in all Colorado courts and applicable federal courts.

Term of Contract

It is the intent of the Huerfano County Board of Commissioners to memorialize the relationship with the County Attorney in the form of a contract. The term of the contract shall be negotiated with the selected offeror.

The offeror should propose specific payment terms and arrangements (e.g. hourly rate vs. retainer or a combination). During the negotiation phase, Huerfano County and the offeror will agree on a mutually agreeable payment arrangement and fee structure.

Submission Requirements

Name, education and experience of the individual(s).

Demonstrated areas of practice which illustrate candidate's ability to provide services in the areas identified in the knowledge, skills and abilities portion of the RFP.

Describe litigation experience involving the representation of local governments or political subdivisions of the State of Colorado within local, state and federal courts.

The location and normal operating hours of the offeror's office(s).

If the offeror is a firm, please include a description of the firm's experience and expertise as identified in the RFP. Please include the name and biographical information including resumes of any partner or associate that may be presented to Huerfano County to represent the firm as the County Attorney.

Offerors should provide a minimum of three (3) references in which similar legal service contracts or services have been provided within the last five (5) years.

Written proposals for the supply of the services fully described herein will be accepted until position is filled. Please deliver to Mr. John M. Galusha, County Administrator, 401 Main Street, Suite 201, Walsenburg, CO 81089, or by email to : john@huerfano.us

The County will utilize competitive negotiation to finalize a selection.