



**REQUEST FOR PROPOSALS  
FOR  
MUNICIPAL ATTORNEY SERVICES**

---

Date of Issue: July 14, 2025

Proposal Closing Date and Time: AUGUST 18, 2025 at 3:00 pm MT

**Proposal to be electronically received by the Town PRIOR  
TO Proposal Closing Date and Time above.**

---

CONTACT:

Gillian Laycock  
Town Manager  
250 Main Ave, Akron, CO,  
80720  
glaycock@townofakron.com

---

THIS REQUEST FOR PROPOSAL (“RFP”) IS NOT A COMPETITIVE BID BASED ON PRICE ONLY. The request for proposal allows the Town of Akron, Colorado (the “Town”) to select the service provider that best meets the needs of the Town, taking into consideration proposer qualifications, price, products, and service capabilities and other factors relevant to the Town’s policies, programs, administrative resources, and budget.

---

This RFP has been advertised on the following websites:

<https://townofakron.colorado.gov/home/bids-rfps>

Any modifications to this RFP or addenda pertaining to this RFP will be published to the above-mentioned website(s), and all proposers are responsible to periodically check these websites for relevant updates prior to the submittal of a proposal.



## **REQUEST FOR PROPOSAL NO. 25-013**

The Town is requesting proposals for Town Attorney legal services for a statutory municipality.

Proposals are to be addressed and delivered to the Town Manager, Gillian Laycock, for the Town of Akron, in accordance with the Instructions to Proposers and all other requirements as referenced in this RFP. Proposals will be received until the proposal closing date and time set forth on the cover page of this RFP.

The Town will use the following tentative schedule for the selection process:

Issue Request for Proposals: July 14, 2025  
Proposal Submission Deadline: August 18, 2025 at 3:00 P.M.  
Interview/Demonstration Upon Town's Request

The Town reserves the right to modify this timeline at any time. Should the proposal submission deadline change, all prospective proposers will be notified through an addendum issued by the Town and posted to the websites listed on page one of this RFP.

### **RFP Contents:**

1. Scope of Services
2. Instructions to Proposers
3. RFP Terms & Conditions
4. Required Responses

### **SCOPE OF SERVICES**

Provide general legal services ("General Legal Services") to the Town, including but not limited to:

- Reviewing and preparing attorney reports, ordinances, resolutions, agreements, deeds, leases, easements, and other routine Town documents;
- Reviewing and advising Town staff on land use and historic preservation applications;
- Advising on liquor and other common municipal licensing matters;
- Attending regular and special meetings and work sessions of the Town Council and other board and commission meetings and staff meetings as requested and scheduled, electronically or in-person;
- Enforcing and providing legal advice regarding enforcement of Town ordinances, zoning, and building standards through administrative or judicial proceedings;



- Legal work pertaining to property acquisition (excluding eminent domain) and disposal, right-of-way vacations and other issues, easements, construction, and maintenance of public improvements and other real property matters;
- Monitoring and advising the Town of new legislation and court decisions affecting municipalities;
- Providing legal advice on personnel matters in all aspects of employment law;
- Providing legal advice, training, and support to Town Council, Town administrative personnel, Town departments, boards, and commissions; and
- Coordinating outside legal counsel services on behalf of the Town.

## INSTRUCTIONS TO PROPOSERS

Proposers responding to this RFP must submit their proposals in the format specified in this solicitation.

One (1) electronic copy of the proposal must be submitted to:

Gillian Laycock, Town Manager  
glaycock@townofakron.com  
205 Main Ave, Akron, CO, 80720

Proposals must be dated and signed by a duly authorized partner or corporate officer, with that person's name and title clearly identified. All the proposal terms, conditions, contents, fees and charges shall be guaranteed by the proposer for a minimum of ninety (90) days from the date of submission of the proposal to the Town.

The content of all proposals must conform to the following:

- Proposers must respond to the questions in the order presented in this RFP.
- Proposers may provide examples of work and additional supporting documentation pertinent to clarification of the proposal.

All changes in the RFP documents shall be through written addendum and furnished to all proposers via the websites listed in the RFP.

Proposers who have questions concerning the specifications or scope of work, must contact:

Gillian Laycock, Town Manager  
glaycock@townofakron.com  
205 Main Ave, Akron, CO, 80720



The proposals will be reviewed by Town Staff. Staff may request additional information from proposers or request personal interviews with one or more proposer. The weight to be given to each evaluation criterion will be determined by the Town of Akron. Final evaluation and selection will be made by the Akron Town Board and may be based on, but not limited to, any or all of the following:

1. Information presented in the proposal.
2. Ability of the proposer to provide quality and timely products and services.
3. Service reliability and consistency of quality.
4. Qualifications and experience of the proposer.
5. Insurance.
6. References.
7. Personal interview/demonstration
8. A list of all rates and fees to be charged.

All proposals timely submitted shall become the property of the Town and shall be retained in accordance with the Town's records retention schedule. The Town is a Colorado governmental entity and therefore, all information included in proposals and other written information submitted by the proposer to the Town is subject to the provisions of the Colorado Open Records Act ("CORA"). Proposers should expect that the proposal may be viewed by the general public and competitors once submitted to the Town. Merely marking information as "confidential," "proprietary," or otherwise stating a written intent to protect the information from disclosure is not necessarily sufficient to prevent disclosure under CORA.

## RFP TERMS & CONDITIONS

The Town reserves the right to:

- Reject any and all proposals received as a result of this RFP.
- Waive or decline to waive any informalities and any irregularities in any proposal or responses received.
- Negotiate changes in the scope of services to be provided.
- Select the proposer it deems to be most qualified to fulfill the needs of the Town.

The successful proposer shall be required to enter into a written Agreement for Professional Services ("Agreement") The successful proposer will be required to furnish, as part of the Agreement, proof of the following types of insurance coverage, further described in the Town's form of Agreement for Professional Services:

- Professional Liability (errors and omissions) Insurance with a minimum limit of



- coverage of One Million Dollars (\$1,000,000) per claim and annual aggregate;

**THE PROPOSER SHALL:**

- Disclose any potential conflicts of interest that you or any member of your firm may have in relation to the Town of Akron, including any representation of developers, of adjacent municipalities, or of counties or special districts that have jurisdictional or service area boundaries within the boundaries of the Town.
- Provide the names and qualifications for each supporting member of the Town Attorney team and how they will be utilized by the Town Attorney.

**REQUIRED RESPONSES**

Please provide the following information with your proposal:

1. Completed Proposer's Certification
2. Qualifications and Experience
3. References (minimum of three references, preferably other town or local governments in Colorado that the proposer currently provides services)
4. Proposed engagement agreement, including fee schedule