



**TOWN OF TIMNATH**  
**REQUEST FOR PROPOSAL (RFP)**  
**COVER PAGE**

**4750 SIGNAL TREE DR.**  
**TIMNATH, CO 80547**  
 (970) 224-3211  
 (970) 224-3217 – FAX

**Solicitation Number: RFP2600042**  
**Date: Monday, February 23, 2026**  
**Title: Town of Timnath Municipal Court Judge Services**  
**Proposal Deadline: Friday, March 27, 2026 at 12:00pm Mountain Time**

Proposals must be submitted via [Rocky Mountain e-Purchasing System \(BidNet\)](#).

For additional information, questions, or documents, please contact Stephanie Mas, Procurement Specialist, via phone at 970-224-3211 Ext. 1410 or email at [smas@timnathgov.com](mailto:smas@timnathgov.com).

**Documents included in this package:**

- 1 Cover Sheet
- 2 Specifications
- 3 General Terms and Conditions
- 4 Special Terms and Conditions

**List of Attachments:**

- 1 Sample Agreement

**The undersigned hereby affirms that:**

- (1) The signer is a duly authorized agent of the Applicant;
- (2) The signer has read all terms and conditions and specifications which were made available in conjunction with this Solicitation and fully understands and accepts them unless specific variations have been expressly listed in his/her Proposal;
- (3) The Proposal is being submitted on behalf of the Applicant in accordance with any terms and conditions set forth in this document;
- (4) The signer acknowledges and confirms the receipt of all Addenda issued for this Request for Proposal, including the following:
  - a. Addendum \_\_\_ Dated \_\_\_/\_\_\_/\_\_\_
  - b. Addendum \_\_\_ Dated \_\_\_/\_\_\_/\_\_\_
  - c. Addendum \_\_\_ Dated \_\_\_/\_\_\_/\_\_\_
  - d. Addendum \_\_\_ Dated \_\_\_/\_\_\_/\_\_\_
  - e. Addendum \_\_\_ Dated \_\_\_/\_\_\_/\_\_\_
  - f. Addendum \_\_\_ Dated \_\_\_/\_\_\_/\_\_\_
- (5) The Applicant will accept any awards made to it as a result of the Proposal submitted herein for a minimum of ninety (90) calendar days following the date of submission, and the signer understands and accepts that all contract awards are subject to acceptance of the terms of the Town’s Municipal Professional Services Agreement, a sample copy of which is attached to this Solicitation.

**APPLICANT INFORMATION (PRINT OR TYPE INFORMATION)**

**Name of Company (if applicable):** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City/State:** \_\_\_\_\_

**Zip:** \_\_\_\_\_

**Proposed Judge Name:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Authorized Representative’s Signature:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Printed Name:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**Email:** \_\_\_\_\_



**TOWN OF TIMNATH**  
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**SPECIFICATIONS**

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**I INTRODUCTION:**

The Town of Timnath (“Town”) desires to solicit Proposals from interested firms or persons to perform the services outlined in Section IV of the Specifications (“Scope”). This document sets forth general information and requirements for persons and firms (“Applicants”) interested in submitting Proposals (“Proposals”) in response to this Request for Proposals (“Solicitation”).

**II SCHEDULE OF ACTIVITIES:**

The following activities and dates are a tentative outline of the process to be used to solicit Applicant responses and evaluate Proposals.

February 23, 2026 .....	Issue Request for Proposal
March 6, 2026 (12:00pm) .....	Question Submittal Deadline
March 13, 2026 .....	Final Response to Questions Released
March 27, 2026 (12:00pm) .....	Proposal Submittal Deadline
Week of April 13-17, 2026 .....	Applicant Interviews**
April 30, 2026 .....	Intent to Award Notification
May 12, 2026 .....	Council Meeting to Consider Award of Contract
July 1, 2026 .....	Swearing In and Commencement of Term as Timnath Municipal Judge

\*\*Applicant Interviews may be held at the Town’s discretion. See Specifications Section VI, *Proposal Scoring and Selection Process*, for details.

**III PURPOSE:**

**Introduction:**

The Town of Timnath requests Proposals from qualified Applicants to provide Municipal Court Judge services. The Town of Timnath is a Home Rule Municipality, and the Home Rule Charter (Section 8.3) addresses the Municipal Judge. Timnath Municipal Court is a Court of Record, and meets as required but typically at least once per month.

**Objective:**

The objective of this Solicitation is to choose a reliable and experienced Applicant with demonstrated knowledge in providing municipal court judge services in a comprehensive, timely, and efficient manner. Interested Applicants should have significant experience in matters addressed by municipal courts. The Municipal Court Judge will work with the court clerk and the prosecuting attorney to preside over the Municipal Court.

**IV SCOPE:**

**Scope of Services:**

The scope of services shall include the following:

- Serve as chief presiding judge of the Town’s municipal court.
- Preparation and review of municipal court docket.
- Attendance at the once-a-month court session, currently held on the first Thursday of the month beginning at 9:30 am and running until conclusion of the docket.
- Coordinate with the Town court clerk between and during court session.
- Perform the functions set forth in Sec. 8.3 of the Municipal Code of the Town of Timnath, including:

- Determine the costs for docket fees, witness fees, transcript costs, appeal costs, and other fees and costs. A schedule of such fees and costs shall be provided to the Council biannually for its review and approval.
- Fix the form of summons and complaint and all rules, procedures and proceedings in the municipal court, unless Council by ordinance determines otherwise.
- Determine the method of summoning jurors and witnesses, of securing the presence of accused persons

**Qualifications of Applicants:**

- Attorney at law admitted (active) to practice in Colorado.
- Ability, capacity, and skill as a prospective judge.
- Ability to meet the time requirements of the Town.
- Good reliability, character, integrity, reputation, judgement, experience, and efficiency.
- High performance quality in previous or current judge contracts, if any.
- Ability to determine compliance with applicable laws and ordinances.
- Availability and adaptability of services to meet the needs of the Town.
- Consideration will be given to experience on the bench for a Colorado municipality.

**Powers and Duties:**

The Judge shall have all judicial powers and duties as provided in the Town’s Charter and ordinances and in the Colorado Revised Statutes applicable to municipal judges, except as otherwise provided by Charter or ordinance.

The Judge is authorized to exercise contempt powers, and enforce subpoenas issued by any board, commission, hearing officer, or other body or officer of the Town authorized by law or ordinance to issue subpoenas, and all other powers inherent with the office.

The Municipal Court complies with HB23-1182. Remote access is provided for the public to observe adult, criminal, and traffic court proceedings.

**Term of Office:**

The term of office of the Municipal Court Judge will begin July 1, 2026 with the initial term expiring June 30, 2028. Following expiration, services may be renewed by approval of the Town Council for additional two-year terms.

Per the Timnath Town Charter, the Municipal Judge may be removed during his or her term of office only for cause. A judge may be removed by a majority vote of the entire membership of the Council for cause if:

- He or she is found guilty of a felony or any other crime involving moral turpitude; or
- He or she has willfully or persistently failed to perform his or her duties; or
- He or she has a disability which interferes with the performance of his or her duties, which disability is or is likely to become a permanent character.

**Participation by and Expectations of the Town:**

The Town expects the Municipal Court Judge will preside over court in-person, keep abreast of current legislation and obtain ongoing education and training, remaining current on all matters relating to municipal courts and municipal judges. Extraordinary costs such as large copying projects (normally done out of the office), computerized legal research, courier or express mail services, substantial mailings (in excess of \$20.00), and court or other filing fees will be accounted and billed for separately, and reimbursed based on the actual cost to Contractor.

**Compensation:**

The Town will pay the Municipal Court Judge for judicial services rendered at a fixed salary or compensation set by the Town Council, the amount of which shall not be dependent upon the outcome, number of matters to be decided by the Municipal Court Judge, or the number of court sessions.

**V PROPOSAL CONTENTS:**

Interested Applicants shall provide at least the following information:

**1 Introduction (not included in page count):**

- RFP Cover Page, completed and signed by the Applicant’s authorized signatory.
  - Copy of Certificate of Fact of Good Standing for the State of Colorado for the Applicant, if the Applicant is a law firm.
  - A statement of availability of the proposed Municipal judge to undertake the Scope, including details regarding your existing workload and how you will fit this contract into your existing work priorities.
  - Disclosure of any potential conflicts of interest that the Applicant may have in relation to the Town of Timnath.
  - Proposed Engagement Letter.
- 2** A resume of the proposed Judge’s background, training, and experience emphasizing the municipal law experience of that person and the level of responsibility in this area.
- Resume should include proposed Judge’s attorney registration number and such information as may be necessary to establish that the applicant is an active attorney at law admitted to practice in Colorado.
- 3** Details on the proposed Judge’s ability to perform the scope of work, along with the specific expertise, education, and experience.
- 4** References for the proposed Judge from at least three (3) current or recent appointments of a similar size, scope, and magnitude within the past five (5) years, or municipal prosecutor appointments.
- 5** Pricing for the required services in the form of a fixed annual rate for the initial term.

**VI PROPOSAL SCORING AND SELECTION PROCESS:**

Proposals will be evaluated using the following criteria with a maximum of 100 points available. Applicants will be evaluated based on the price and non-price factors listed below. Proposals will be scored to determine the top-rated Proposal(s) that present the best value to the Town for award of the resultant Contract.

**1 Experience – 40 points**

The Applicant’s background and experience regarding recent appointments of a similar size, scope, and magnitude will be assessed to determine the likelihood that the Applicant can successfully perform the requirements.

**2 Qualifications – 40 points**

The Applicant’s submitted qualifications will be assessed to determine whether the Applicant meets the qualification requirements to perform the Scope.

**3 Price – 20 points**

The Applicant’s price will be evaluated for completeness, reasonableness, and compatibility in relation to the requirements.

**Interviews with Top-Rated Applicants:**

If, at any stage of the evaluation, the top-rated Proposals are determined to be equal, or virtually equal, in regard to the evaluation criteria listed above, or the Town otherwise determines that interviews would be helpful, the Town may, at its sole discretion, invite those Applicants to participate in oral interviews. The Town prefers interviews to be held in-person at the Timnath Town Center.

**Interview Scoring:**

If Applicants are selected for oral interviews, interview content will be evaluated and scored using the same criteria above following the interviews. A total of up to 10 points may be awarded to each Proposal’s original score based on

the interview. The final evaluation will be based on the Applicant's written Proposal, interview (if conducted), and any supplemental information requested.

**Selection Process:**

The Town intends to award a Contract resulting from this Solicitation to the responsive Applicant whose Proposal will be the most advantageous to the Town, as determined by the Town Council, and to appoint such individual as Town Judge.

The Town may make award to other than the lowest-priced Applicant or the Applicant with the highest technical rating if the Town determines that to do so would be the most advantageous to the Town. Award of a contract is subject to approval by the Town Council at a public meeting. The Applicant recommended for Award shall attend the Town Council meeting where appointment is to be considered. The Town reserves the right not to award the Contract and to waive any involuntaries.

**VII CLARIFICATIONS AND MODIFICATIONS TO THE SOLICITATION:**

Answers to questions the Town receives and that the Town, in its sole discretion, determines are a substantive provision of new information, will be issued as official Addenda to this Solicitation. When appropriate, as determined by the Town in its sole discretion, revisions, substitutions, or clarifications of the Solicitation will be issued as Addenda on BidNet. Changes or modifications to this Solicitation will be binding on the Town only if in the form of written Addenda issued by the Town. The Town will provide any Addenda to all Applicants who have received this Solicitation via BidNet.

**VIII ADDENDA:**

Applicant is responsible for obtaining and acknowledging all subsequent Addenda. Failure to submit acknowledgement of subsequent Addenda may deem the Applicant non-responsive.

**IX REQUESTS FOR CLARIFICATIONS:**

The Town reserves the right to require clarification or further information with respect to any Proposal received, and to determine the final terms of any Contract for services.



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**GENERAL TERMS AND CONDITIONS**

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**I GENERAL CONDITIONS:**

- 1 Applicants responding to the Solicitation do so solely at their expense. The Town is not responsible for any Applicant expenses associated with the Solicitation.
- 2 Applicants shall make all investigations necessary to thoroughly inform themselves regarding the conditions associated with this Solicitation. No plea of ignorance by the Applicant of conditions that exist or that may hereafter exist as a result of failure to fulfill the requirements of the contract documents will be accepted as the basis for varying the requirements of the Town or the compensation to the Applicant.
- 3 Applicants are advised that all Town contracts are subject to all legal requirements contained in the Town's Purchasing Policies and federal, state, and local statutes, ordinances, and regulations. When conflicts between the Solicitation and these legal documents occur, the legal requirements will control.
- 4 All Proposals and other materials submitted in response to this Solicitation shall become the property of the Town upon receipt and will not be returned to the Applicant. Selection or rejection will not affect this right. Information that is considered proprietary or confidential should be clearly marked as such and will be handled in accordance with applicable federal and state laws. Neither cost information nor any response in total will be considered proprietary, and Applicants should assume that all portions of their response other than proprietary or confidential information will be public records subject to disclosure under the Colorado Open Records Act (CORA).
- 5 The provisions herein are solely for the fiscal responsibility of the Town and confer no rights or entitlements to Applicants.
- 6 This Solicitation is not an offer to contract.

**II CLARIFICATIONS AND MODIFICATIONS IN TERMS AND CONDITIONS:**

- 1 Where there appear to be variances or conflicts between the General Terms and Conditions, the Special Terms and Conditions and the technical specifications outlined in this Solicitation, the technical specifications then the Special Terms and Conditions will prevail over the General Terms and Conditions.
- 2 If any Applicant contemplating submitting a Proposal under this Solicitation is in doubt as to the true meaning of the specifications, the Applicant must submit a written request for clarification to the Town through Stephanie Mas, Procurement Specialist, via email at [smas@timnathgov.com](mailto:smas@timnathgov.com). The Applicant submitting the request shall be responsible for ensuring that the request is received by the Town at least five (5) calendar days prior to the scheduled deadline for submission of Proposals.

**Any official interpretation of this Solicitation must be made in writing by an agent of the Town who is authorized to act on behalf of the Town. The Town shall not be responsible for interpretations offered by employees of the Town who are not agents nor authorized to do so.**

The Town shall issue a written Addendum if substantial changes which impact the technical submission of Proposals are required. A copy of such Addendum will be made available to each Applicant receiving the Solicitation via BidNet. The Applicant shall certify its acknowledgment of the Addendum by listing it on the completed and signed RFP Cover Page submitted with its Proposal. In case of conflicting language with other documents that are part of the agreement between the Town and Applicant, the most recent Addendum shall prevail over any previous Addenda and the original Solicitation.

**III PREPARATION AND SUBMISSION OF PROPOSALS:**

- 1 **Preparation of Proposals:**

- Proposals must be typed, and must not exceed twenty (20) pages (not including cover pages, dividers, and table(s) of contents). Microsoft Word and Excel, and Adobe PDF document types will be accepted.
- Proposals must contain a signature of an authorized agent of the Applicant in the space provided on the RFP Cover Page. The original cover page of this Solicitation must be included in all Proposals. If the Applicant's authorized agent fails to sign and return the original cover page of the Solicitation, its Proposal may be determined as non-responsive.
- The accuracy of the Proposal is the sole responsibility of the Applicant. No changes in the Proposal shall be allowed after the date and time that Proposals are due.

**2 Submission of Proposals:**

- Proposals shall be submitted via BidNet. Proposals that are not submitted in accordance with these instructions may be determined as non-responsive.
- Applicants that qualify their Proposals by requiring alternate contractual terms and conditions as a stipulation for Contract award must include such alternate terms and conditions in their Proposals. The Town reserves the right to declare Applicants' Proposals as non-responsive if any of these alternate terms and conditions are in conflict with the Town's terms and conditions, or if they are not in the best interests of the Town, as determined in the discretion of the Town.

**3 Late Proposals:**

Proposals received after the specified deadline will be determined as non-responsive and may not be considered.

**IV MODIFICATION OR WITHDRAWAL OF PROPOSALS:**

**1 Modification of Proposals:**

Proposals may only be modified via BidNet prior to the submittal deadline. If more than one modification is submitted regarding the same subject matter, the modification bearing the latest date of receipt by the Town will be considered the valid modification.

**2 Withdrawal of Proposals:**

Proposals may be withdrawn prior to the submittal deadline via BidNet.

**V REJECTION OF PROPOSALS:**

**1 Rejection of Proposals:**

The Town may, at its sole and absolute discretion:

- Accept or Reject any and all, or parts of any or all, Proposals submitted by prospective Applicants;
- Re-advertise this Solicitation;
- Postpone or cancel the process;
- Waive any irregularities or informalities in the Proposals received in conjunction with this Solicitation;
- Determine the criteria and process whereby Proposals are evaluated and awarded; and/or
- Disregard all non-conforming, non-responsive, or conditional Proposals.

No damages shall be recoverable as a result of these determinations or decisions by the Town.

**2 Elimination from Consideration:**

- A Proposal may not be accepted from, nor any Contract be awarded to, any person or firm which: is in arrears to the Town upon any debt or Contract; or which is a defaulter as surety; or is otherwise in default upon any obligation to the Town.
- A Proposal may not be accepted from, nor any Contract awarded to, any person or firm which has failed to perform faithfully any previous Contract with the Town, state, or federal government, for a minimum period of three years.

**VI AWARD OF SOLICITATION:**

The Town shall award the Solicitation to the successful Applicant(s) through Resolution or Ordinance adopted by the Town Council. No services shall be provided until the Contract has been fully executed and distributed by the Town.



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**I QUALIFICATIONS OF APPLICANT:**

The Town may make such investigations as deemed necessary to determine the ability of the Applicant to perform the Scope, and the Applicant shall furnish all information and data for this purpose as the Town requests. The Town reserves the right to reject any Proposal if the evidence submitted by, or investigation of, such Applicant fails to satisfy the Town that such Applicant is properly qualified to carry out the obligations of the Contract and to complete the Scope contemplated therein. Conditional Proposals will not be accepted.

**II EQUAL OPPORTUNITY:**

The Town of Timnath intends and expects that the contracting processes of the Town and its Applicants provide equal opportunity without regard to gender, race, ethnicity, religion, age or disability.

**III CONFLICTS OF INTEREST:**

Prior to the execution of, and during the performance of, the resultant Agreement, the Applicant agrees to notify the Town of any conflicts of interest known to the Applicant that impact the Applicant's provision of services to the Town.