

## Notice

### Basic Information

<b>Reference Number</b>	0000424542
<b>Issuing Organization</b>	Town of Ignacio
<b>Owner Organization</b>	Town of Ignacio
<b>Solicitation Type</b>	RFP - Request for Proposal (Formal)
<b>Solicitation Number</b>	RFP for Town Attorney
<b>Title</b>	Request for Proposals for Professional Legal Services
<b>Source ID</b>	PU.AG.USA.1951337

### Details

<b>Location</b>	La Plata County, Colorado
<b>Delivery Point</b>	540 Goddard Ave Ignacio, CO 81137

**Description**

The Town of Ignacio is seeking the services of Town Attorney to fulfill the duties and responsibilities described in this Request for Proposal (RFP) for the Town Attorney Position. The Town is inviting individual attorneys or firms to respond to provide the Town with legal services as outlined below.

The Town of Ignacio, located in La Plata County, Colorado, is a statutory Town incorporated under State of Colorado law. Ignacio has a Town Board of Trustees-Town Manager form of government with a Board of Trustees consisting of six Trustees and a Mayor.

The Town's Board of Trustees will appoint an attorney or firm of attorneys licensed to practice law in the State of Colorado.

**Scope of Work: NOTE: The tense of the first item below should be used all the way through this list.**

Shall prosecute or defend any and all suits or actions at law or equity to which the Town may be a party, or in which it may be interested or which may be brought against it, or against any officer of the Town on behalf of the Town or in the capacity of such person as an officer of the Town; Shall see the full enforcement of all judgements or decrees rendered or entered in favor of the Town, and of all similar interlocutory orders; Shall be the legal advisor of the Town and shall render advice on all legal questions affecting the Town and, whenever requested to do so by any Town official, the Mayor or the Board of Trustees, shall reduce any such opinion to writing; Shall see the completion of all special assessment proceedings and condemnation proceedings; and Shall draft or supervise the phraseology of any contract, lease or other document or instruments to which the Town may be a party and, upon request of the Board of Trustees or Town manager, shall draft and review new or updated ordinances covering any subjects within the power of the Town. Additionally, the Town Attorney Shall prosecute ordinance violations (including municipal court prosecutions upon request), and shall conduct for the Town such cases in court and before other legally constituted tribunals, and shall file with the Court Clerk copies of such record and the files relating thereto as the Board may direct; Shall call to the attention of the Board all Matters of Law, and changes or developments therein, affecting the Town; Shall act as parliamentarian for the Town Board of Trustees and inform accordingly; and Shall perform such other duties as may be prescribed for them by the Town Board of Trustees during Board of Trustees meetings and, between meetings, shall take direction from the Town Manager and/or Town Clerk. Town Board of Trustees meetings are held on the second Monday of each month starting at 6pm. The Board of Trustees also holds occasional Work Sessions and special meetings throughout the year. The Town Attorney is required to attend the Monthly Town Board meetings and may be requested to attend other Board and Commission meetings, Manager's meetings with the Department Heads and other meetings as needed. Compensation of the Town Attorney shall be fixed by the Board of Trustees. The Town Attorney works closely with the Town Manager and the Town Clerk, typically receiving the majority of work requests from the Town manager.

The Town is a member of CIRSA and works with CIRSA for liability and insurance needs. The Town Attorney may have to work with CIRSA on legal matters.

**Required proposal submittals:** Professional Legal Competence Provide the name and qualifications of the person proposed to provide the Town Attorney services to the Town. If the proposal is from a firm, this is the person that will be appointed as the attorney from the firm. Provide the names and qualifications for each supporting member(s) of the Town Attorney team (if any) and how they will be utilized by the Town Attorney. Describe any knowledge or experience that makes you, or any attorney(s) in your firm, particularly qualified to fulfill the Town Attorney Duties. Describe your and/or your firm's experience with municipal law generally and specifically address your experience regarding municipal land use regulations, municipal elections, real property matters, zoning law, constitutional issues (state and federal) affecting municipalities, environmental & permitting issues, municipal finance, complex litigation, appellate practice, Tribal law, and any other areas you believe are relevant to the Town's decision. Capacity and Capability Describe the organization structure of your firm and address how this structure and your staff can handle the workload of a typical Town Attorney's office for our small statutory municipal government. Past Record of Performance Provide a list of all municipal clients with whom you and/or your firm have worked in the past five years. Provide three municipal client references. Describe the firm's performance with respect to such factors as quality of work, past successes, ability to meet schedules, listed references, responsiveness to contacts from municipal officials, etc. Provide your firm's Martindale-Hubbel rating (if available) Familiarity with Contracting Agency Describe your firm's or a member of your firm's general experience and understanding of the Town of Ignacio, Colorado. Availability and Accessibility Describe how your firm plans on providing prompt communication and availability for Town Staff during the work week. Conflict of Interest and Ethics Please disclose any potential conflicts of interest. Please provide a list of all attorneys in the firm who might provide services under this proposal and list any disciplinary proceedings against them.

**Other Items of Consideration** The Town is soliciting talent and expertise first and foremost. While cost to the Town is important, the selection will not be based solely on cost. Please detail and explore your and/or your firm's fees to perform the requested services. If you propose to bill for services at an hourly rate or a monthly fee, provide the current hourly/monthly rate for each lawyer

and each employee of your firm who may work on Town matters. State specifically whether you will work on a fixed fee basis and, if so, how you will propose that such a fee be determined. State specifically that, if you are the successful candidate and if your fee will be based on hourly rates, you will not increase this for the Town matters before April 4, 2028. Please provide the name of your professional liability insurance carrier and the limits of your professional liability insurance.

**Selection Process and Criteria:**

The Town will review all proposals and interview selected individuals or companies. The current contract with the current Town Attorney will end in December of 2026 at the latest and the Town would like to have an approved contract(s) with the new Attorney or firm in place by October 1, 2026 at the latest. The Town would like some overlap with the current Attorney and the new Attorney or firm to hand off ongoing affairs. The Town will work with the selected firm(s) to ensure all aspects of the proposal are executed effectively and efficiently. A contract will be executed between the Town and the selected firm, and proof of insurance and admission to practice law in good standing in the State of Colorado is required.

**Submittal:**

All information must be received by 4:00 p.m. on August 31, 2026. Interested applicants shall submit all necessary information in hard or digital copies to the addresses below:

<p><u>Hard Copy:</u>                  Copy:                  Mail To:                  Town of Ignacio                  wryan@townofignacio.com                  PO Box 459                  Ignacio, Colorado 81137                  Deliver To:                  540 Goddard Avenue                  Ignacio, CO 81137</p>	<p><u>Digital</u></p>
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**Questions or For More Information:**

Questions regarding this Request for Proposals should be directed to Weylin Ryan, Town Manager at 970-563-9494 or [wryan@townofignacio.com](mailto:wryan@townofignacio.com). Questions must be received by August 21, 2026.

**Dates**

<b>Publication</b>	Manual publication
<b>Question Acceptance Deadline</b>	08/21/2026 04:00 PM MDT
<b>Questions are submitted online</b>	No
<b>Bid Intent</b>	Not Available
<b>Closing Date</b>	08/31/2026 04:00 PM MDT

**Contact Information**

Weylin Ryan  
 970-563-9494 ext. 1005  
[wryan@townofignacio.com](mailto:wryan@townofignacio.com)

**Buyer Preferences, Guidelines & Requirements**

**General Requirements**

- Certification/Training
- Insurance Required

**Award Requirements**

- All or None Award

**Bid Submission Process**

**Bid Submission Type** Electronic or Physical Bid Submission

**Pricing** Lump sum

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**Bid Documents List**

Item Name	Description	Mandatory	Limited to 1 file
Bid Documents	Documents defining the proposal	No	No



## Documents

### Documents

Document	Size	Uploaded Date	Language
Town attorney RFP.docx [docx]	87 Kb	05/15/2026 01:21 PM MDT	English

## Categories

### Selected Categories

NIGP Category (1)	
961	<b>MISCELLANEOUS SERVICES, NO. 1 (NOT OTHERWISE CLASSIFIED)</b>
96149	<b>Legal Services, Attorneys</b> Legal Services, Attorneys

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