



RFP# R23-161SL

Date: December 7, 2023

PROPOSALS DUE: January 8, 2023 by 3:00 PM MST
(FAX, E-MAIL, OR DELIVERED RESPONSES ACCEPTED)

REQUEST FOR PROPOSAL (RFP) FOR A “LEGAL ADVISOR TO THE COLORADO SPRINGS INDEPENDENT ETHICS COMMISSION FOR COMPLAINTS ALLEGING VIOLATIONS OF THE CODE OF ETHICS”

The City Attorney’s Office is soliciting proposals from qualified law firms or individual attorneys licensed to practice law in the State of Colorado to provide professional legal services and to act as the legal advisor to the City of Colorado Springs Independent Ethics Commission ("Commission") for two (2) complaints alleging violations of the City Code of Ethics.

The City Council passed the City Code of Ethics (City Code § 1.3.101 et seq.) by ordinance on April 10, 2007. The City Code of Ethics created the Commission. The Commission serves at the pleasure of City Council. The function of the Commission is to consider complaints alleging violations of the City Code of Ethics and to render advisory opinions on ethical issues. The Commission's jurisdiction is limited to complaints and requests for advisory opinions involving elected officials, administrative officers, employees, independent contractors, volunteers of the City; and members of boards, committees, or commissions appointed by City Council, the President of Council, or the Mayor. The City Attorney is the chief liaison and legal advisor to the Commission, but has no voting authority on Commission matters. City Code § 1.3. 103(G). In the event the City Attorney is the subject of a complaint, City Council has discretion to appoint outside counsel to serve as the legal advisor to the Commission. *Id.*

If interested in responding to this invitation, please send a written proposal on before the deadline to:

Kari Vollaire, Legal Administrator
Office of the City Attorney
City of Colorado Springs
30 S. Nevada Ave., Ste. 501
Colorado Springs, CO 80903
TEL: (719) 385-5909
FAX (719) 385-5535
E-Mail: kari.vollaire@coloradosprings.gov

Proposals will be reviewed by the City . The City may choose to have a meeting or conference call with one or more respondents. The City will choose one firm or individual



to provide legal guidance to the Commission. Relevant qualifications include legal representation of governmental entities and experience in ethical matters. Final selection of a firm/individual attorney will be made after receiving a satisfactory conflicts check from qualified responders.

It is the City's intent to enter a retention agreement with the selected firm or individual setting forth the Scope of Legal Services and fees for representation in the matter.

Responses shall be thorough yet concise and shall be prepared at the sole expense of the respondent. The selection will be based upon and evaluated using the following criteria. **At a minimum, proposals should address the following information:**

- Qualifications, background and experience of the licensed attorney(s) who will be providing the requested legal services and representation and of any attorneys who will be assisting the lead attorney.
- A description of any prior training or experience of the licensed attorney(s) relevant to the services described herein, including prior experience representing municipal entities.
- A description of the process by which the licensed attorney(s) or the licensed attorney's law firm will check for conflicts that would disqualify the licensed attorney(s) from providing the requested legal services.
- The hourly rates for the licensed attorney(s) who will be providing the requested legal services and representation, and for any paralegal or support staff who will be assigned to assist the licensed attorney(s). Proposals should not exceed \$350.00 per hour for attorneys.
- Any other information the licensed attorney or the licensed attorney's law firm believes would assist the City in this selection process.

Please submit your proposal to the address, fax, or e-mail listed above as soon as possible, but not later than the Proposal Due Date first shown above. If submitting via fax or e-mail, please call to confirm receipt if you do not receive acknowledgement of receipt. The City reserves the right to re-solicit for additional submittals if a sufficient number of qualified applicants are not received.