

## REQUEST FOR PROPOSALS (RFP)

for

### LEGAL SERVICES

#### I. INTRODUCTION & BACKGROUND

The Pueblo Urban Renewal Authority (PURA) is Pueblo's redevelopment agency, charged with the elimination of slum and blight conditions within designated areas of the City of Pueblo. PURA is a body corporate and politic formed in 1959 pursuant to the Colorado Urban Renewal Law, Sections 31-25-101, et seq., C.R.S. and Pueblo City Council Resolution #1959-1133, and Colorado Urban Renewal Law.

PURA is governed by an fifteen (15) member Board of Commissioners, who are responsible for setting organizational policy and providing oversight of the PURA Executive Director and staff. The PURA Board of Commissioners is made up of ten (10) appointees of the Mayor and Pueblo City Council, one (1) of whom may be an official of the municipality; one (1) appointee of the county commissioners of Pueblo County; one (1) elected member of a board of education of a school district(s) levying a mill levy within the Authority's boundaries; one (1) appointee of the special districts imposing a mill levy within the Authority's boundaries; one (1) ex-officio, non-voting commissioner who is an elected member of the Pueblo City Council; and one (1) ex-officio, non-voting commissioner who is an elected member of the school district board of education that is not currently the school district acting as voting representative as stated above. Pura Commissioners appointed by the City of Pueblo serve staggered, five (5) year terms.

To provide more efficient and effective Board meetings, and to ensure compliance with all applicable public meeting law, the PURA Board of Commissioners is seeking the assistance of legal counsel to be present at Regular Meetings of the PURA Board of Commissioners and any other meetings of the full board as requested.

Services shall commence following the execution of a Professional Services Agreement for five years. The agreement shall renew automatically on an agreed upon date for a period of twelve months unless cancelled by either party by providing written notice of cancellation at least 60 days prior to the annual start date.

#### II. SERVICES TO BE PROVIDED

Exhibit "A" Scope of Work, attached to this document, identifies the legal services required by PURA.

#### III. CONTENTS OF THE PROPOSAL

To be considered complete and responsive, the proposal should include:

- A signed letter of transmittal briefly stating the law firm's understanding of the work to be done, the commitment to perform the work, a statement why the firm is the best qualified to perform legal services for PURA, and a statement that the proposal is a firm and irrevocable offer for the period stated, and,
- A list and description of any professional relationship involving PURA for the past five (5) years, together with a statement explaining why such relationship does not constitute a conflict of interest relative to performing the proposed legal services. In addition, any attorneys assigned to provide legal services for PURA or having oversight of the work performed should disclose any personal or financial relationships with any staff member or Board member that might create a conflict of interest, or the appearance of a conflict of interest, together with a statement explaining why such relationships do not constitute a conflict of interest relative to performing the proposed services; and,
- A statement of the size of the law firm, the location of the office from which the work on this engagement is to be performed and the number and nature of the professional staff to be employed in this engagement on a full-time basis and the number and nature of the staff to be employed on a part-time basis; and,
- The firm shall provide information on the circumstances and status of any disciplinary action taken or pending against the law firm during the past three (3) years with state regulatory bodies or professional organizations.

*General Qualifications:*

- All respondents must possess appropriate documentation certifying that its firm meets all Colorado licensing requirements.
- All respondents shall provide a statement of the type of malpractice insurance coverage the respondent maintains, whether the coverage is for all malpractice occurring during the coverage period or on a claims-made basis, the date of coverage, the name of the insurance carrier, and the limits of coverage for each area of coverage provided. PURA requires a minimum coverage of \$1 million per claim, with unlimited aggregate.
- All respondents must disclose all potential conflicts of which he or she has knowledge, or which may arise with respect to the representation of PURA on this proposal, including, without limitation, any circumstances that would create the appearance of a conflict of interest.

All respondents must list all local government clients for which your firm currently provides legal services. Please list all local government clients for which your firm has provided services over the last five years.

*Specific Qualifications:*

The law firm must demonstrate the experience and qualifications of the key personnel to be assigned and committed to PURA's work. Responding law firms should demonstrate that personnel to be assigned to the project have experience in laws affecting urban renewal authorities and/or local municipal governments in Colorado as well as previously mentioned areas of emphasis.

Please describe your law firm's qualifications for providing legal services to PURA. Include in your response:

The overall capabilities, qualifications, training, and areas of expertise for the partner/principal who would be directly responsible for the day-to-day activity with PURA, as well as all persons likely to be assisting and/or substituting when the partner/principal is not available, including but not limited to:

- Name of individual with resumes;
- Length of employment with firm;
- Specialization;
- Legal training;
- Scholastic honors and professional affiliations;
- Date of admittance to the Colorado Bar;
- Years of practice;
- Urban renewal or other local public sector experience;
- Years of experience as a local government attorney or other public sector attorney, and districts and/or units of government represented;
- Years of experience performing public meetings law, including CORA, executive sessions, and conflict of interest;
- Knowledge of, and experience with Colorado Urban Renewal Law;
- Experience in negotiating agreements and disputes;
- Whether the partner/principal or likely associates have ever been successfully sued for malpractice, been the subject of complaints filed with the State Board, or had discipline imposed by the State Board. Please provide information on the nature of the incident, the dates on which the matter began and was concluded, and the results of the situation.

*Philosophical Approach to Provision of Legal Services:*

Please describe in detail your ability to resolve conflicts and reduce and/or eliminate litigation. Please provide examples of successful outcomes.

Please provide in detail your ability to minimize legal costs. Please provide concrete examples of cost saving methods.

*Professional References:*

Please provide a list of three (3) professional references for which the partner/principal being proposed for the day-to-day activity of PURA has provided similar services. Include with each the name, address, email address, and work telephone number of reference.

Please provide a list of urban renewal authorities, special districts or other local governmental clients who cancelled services with your firm during the past three years. State the reason for cancellation if known. Provide contact names, addresses, and telephone numbers of those former clients.

IV. SELECTION PROCESS AND EVALUATION CRITERIA

Schedule

1. Request for Proposals Issued	<u>6/8/2025</u>
2. Deadline for Submittal of Proposals at noon on	<u>7/14/2025</u>
3. Evaluation, Review, and Preliminary Designation of Preferred Firm(s) by PURA Executive Committee	<u>7/15/2025</u>
4. Finalize Negotiation of Agreement with Preferred Firm	<u>7/29/2025</u>
5. Final Designation of Selected Firm and Approval of Agreement by PURA Board of Commissioners	<u>8/12/2025</u>

PURA will evaluate the offers received based on the following criteria:

1. Pass/Fail "Critical Flaw" Criteria:

- Proposer has demonstrated the ability to meet the insurance requirements described in the Agreement. Proof of ability should be attached to your proposal (P/F)
- Proposer has demonstrated adequate relevant experience as an attorney. Experience is relevant if it falls within a category in the Scope of Work. (P/F)
- Proposer has demonstrated previous experience working for or with special authorities and/or quasi-governmental entities. (P/F)
- Proposer is a licensed member of the Colorado Bar and in good standing. Please attach proof from the Colorado Bar. (P/F)

2. Qualifications of the Firm or Sole Practitioner 50%

Technical experience in performing legal services of a similar nature; experience working with public meetings, CORA, local government; strength and stability of the firm or sole practitioner; strength, stability, experience, and technical competence of subcontractors; assessment by client references; references with demonstrated success in providing similar services.

### 3. Staffing, Firm Organization, and Management Plan 15%

Qualifications of attorneys and legal staff, particularly key attorneys and the Managing Partner; key personnel's level of involvement in performing related work cited in "qualifications of the Firm" section; logic of firm organization; adequacy of labor commitment. Your response should also include your procedures for delegating work and the types of work given to paralegals, law clerks, and associates in order to provide cost-effective services to PURA.

### 4. Work Plan 15%

Depth of Proposer's understanding of PURA's requirements as set forth in Exhibit "A" Scope of Work, and within this RFP; overall quality of work plan; logic, clarity, and specificity of work plan; appropriateness of labor distribution among the activities; ability to meet legal services proposed; reasonableness of legal service proposed; methods or processes used for data retention and confidentiality; evidence of insurability.

### 5. Cost and Price 20%

The reasonableness of the total cost proposal and the competitiveness of this amount with other offers received; adequacy of data in support of figures quoted; reasonableness of hourly rates; basis on which prices are quoted.

## V. SUBMITTALS

To be considered, one (1) original hard copy and one (1) electronic copy (a single Adobe PDF file) of the proposal must be received by noon on Monday, July 14, 2025. Proposals must be delivered to:

Jerry M. Pacheco  
Executive Director  
[jpacheco@puebloura.org](mailto:jpacheco@puebloura.org)  
Pueblo Urban Renewal Authority  
115 E. Riverwalk, Suite 410  
Pueblo, CO 81003

Late proposals will not be considered.

## VI. INQUIRIES

Inquiries regarding the proposal should be directed to:

Jerry M. Pacheco  
Executive Director  
Pueblo Urban Renewal Authority  
115 E. Riverwalk, Suite 410  
Pueblo, CO 81003  
Phone: (719) 542-2577  
[jpacheco@puebloura.org](mailto:jpacheco@puebloura.org)

#### VII. ADDITIONAL INFORMATION AND DISCLAIMERS

There is no expressed or implied obligation for PURA to reimburse responding firms for any expenses incurred in preparing proposals in response to this request.

It is PURA's intention that the Legal Request for Proposals process occurs every five years.

PURA reserves the right without prejudice to reject any or all proposals, to request more information, or to extend the date of final selection, or to waive irregularities in any proposal.

#### EXHIBIT "A" - SCOPE OF WORK

## PRICE PROPOSAL

Routine services – Routine services under retainer, for the purpose of this proposal, shall include those legal services generally understood within the field of special district law to fall within the category of “Board counsel” work, and shall include, but not necessarily be limited to the following:

- a. Preparation for and attendance at one regular meeting of the Board monthly, customarily held at noon on the 2<sup>nd</sup> Tuesday of each month.
- b. Providing PURA with periodic updates on changes in the laws pertaining to public meeting requirements, Colorado Open Records Act (CORA), conflict of interest provisions for public officials and PURA Commissioners, executive sessions and privileged information, and public hearings and testimony.
- c. Keeping local government agencies and the Division of Local Government informed as to PURA’s status and activities as required by law.
- d. Review resolutions prepared by PURA staff and suggested appropriate modifications when necessary.
- e. Review of the minutes of the monthly regular meetings of the Board and the review of PURA’s agenda packets, in advance of the monthly regular meetings.
- f. Other services may be requested by the PURA Board of Commissioners or PURA Executive Director from time to time.

## COST PROPOSAL

Proposed Rates – A fee estimate should contain all pricing information relative to performing legal services for PURA, including rates of compensation of each level of staff that may be assigned to perform work on PURA’s behalf. Please include in your proposal the following:

- a. Proposed hourly rates for services to be provided by partners, associates, law clerks, paralegals and administrative help.
- b. Specific expenses for which the law firm will claim reimbursement from PURA, including type and unit rate, (i.e. rate for mileage, reproduction of documents, delivery charges, computerized legal research, telephone charges, travel expenses, including lodging and meals.)