



REQUEST FOR PROPOSALS (RFP)

LEGAL SERVICES FOR NORWOOD SANITATION DISTRICT

INTRODUCTION

The Norwood Sanitation District ("District") is seeking proposals from qualified attorneys or law firms to provide legal services to the District. The selected attorney or firm will be responsible for advising the District on legal matters, attending Board meetings as necessary, and ensuring compliance with applicable laws and regulations.

I. SCOPE OF SERVICES

The selected attorney or firm will be expected to provide legal services that include, but are not limited to, the following:

- General legal counsel to the Board of Directors and District staff.
- Representation in legal matters, including litigation, contract negotiations, and regulatory compliance.
- Advising on governance, open meetings, public records, and ethical obligations.
- Reviewing and drafting contracts, agreements, resolutions, and policies.
- Assisting with employment and personnel matters.
- Advising on state and federal sanitation regulations and compliance.
- Providing guidance on rate-setting, fees, and assessments.
- Attending Board meetings as requested.

II. QUALIFICATIONS

Interested attorneys or firms must demonstrate the following qualifications:

- A license to practice law in the State of Colorado.
- Experience representing special districts.
- Knowledge of sanitation district regulations and relevant state and federal laws.
- Strong contract and public governance and special district law expertise.
- Experience in litigation, contract negotiation, and regulatory compliance.

III. PROPOSAL REQUIREMENTS

Proposals should include the following information:

1. **Cover Letter** – A brief statement of interest and summary of qualifications.
2. **Firm/Attorney Profile** – Background, experience, and areas of legal expertise.
3. **Relevant Experience** – Description of experience representing special districts, municipalities, or sanitation-related entities.
4. **Proposed Approach** – Summary of how legal services will be provided efficiently and effectively.
5. **Fee Structure** – Outline of hourly rates, retainer options, or alternative fee structures.
6. **References** – At least two references from clients with similar legal service needs.
7. **Conflict of Interest Statement** – Disclosure of any potential conflicts of interest.



PO Box 528; 1670 Naturita St, Norwood, CO 81423

Phone: 970-327-4288 - Fax: 970-327-0451; www.norwoodtown.com

IV. SUBMISSION INSTRUCTIONS

All proposals must be submitted electronically or in hard copy by **April 6, 2025** to:

Norwood Sanitation District

1670 Naturita Street

PO Box 528

Norwood, CO 81423

Email: pierce@norwoodtown.com

For questions regarding this RFP, please contact **Amanda Pierce** at **970-327-4288** or pierce@norwoodtown.com.

V. SELECTION PROCESS

Proposals will be evaluated based on qualifications, experience, proposed approach, and cost. The District reserves the right to conduct interviews, request additional information, or reject any or all proposals.

VI. TIMELINE

- **Proposal Submission Deadline: April 6, 2025**
- **Review and Selection: April 10, 2025**

The Norwood Sanitation District appreciates your interest and looks forward to reviewing your proposal.