

# **Request for Proposal (RFP): Independent Legal Counsel Services West Meadow Metropolitan District**

## **I. Introduction and Background**

The West Meadow Metropolitan District (WMMD) is a special taxing district established to serve the unique needs of the portion of the Grand Park community located within the boundaries of WMMD in Fraser, Colorado. Grand Park is a vibrant and growing residential and commercial development, known for its scenic mountain surroundings and recreational opportunities.

WMMD has played a role in financing public infrastructure to date and may in the future be responsible for managing its operating and administrative functions.

Historically, the President of Grand Park Development held leadership positions across multiple metropolitan districts within the Grand Park community, including WMMD. This shared leadership arrangement has served various interests, including the developer's role in community development and management.

However, recent developments have led to changes in board leadership, and the President of Grand Park Development was not re-elected to the WMMD Board of Directors. This change signifies a shift in governance dynamics, as WMMD seeks to assert its independence and prioritize the best interests of its homeowner-controlled board.

It's in this context of evolving governance and the desire for greater independence that WMMD is issuing this Request for Proposal (RFP) to seek independent legal counsel. WMMD aims to secure legal representation that can safeguard its interests, navigate potential conflicts of interest, and help the district fully exercise its autonomy and responsibilities as a homeowner-controlled board within the Grand Park community.

## **II. Scope of Services**

WMMD seeks the following legal services:

- Legal representation and counsel for West Meadow Metropolitan District, including running meetings, ensuring compliance with open meeting laws and other Colorado laws.
- Advising on the exercise of independence from the developer and other districts with whom IGAs exist.
- Providing legal services routinely provided throughout the year to similar metropolitan districts
- Identifying and addressing potential conflicts of interest between WMMD and the other special tax districts within Grand Park.
- Any other relevant legal services required by the district.

## **III. Qualifications and Expertise**

The response to this RFP should explain the respondents' experience and expertise in the following areas:

- General qualifications and experience as independent legal counsel of a special taxing district in Colorado.
- Specific experience in helping boards transition to homeowner control.
- Other relevant experience in similar matters.
- Three references that can speak to experience
- An affirmation that representation of the district does not pose any legal, ethical, or other conflicts of interest.

#### **IV. Proposal Submission**

- Proposals must be submitted by email to [jakeschles@gmail.com](mailto:jakeschles@gmail.com).
- Brevity and clarity are appreciated
- Deadline for proposal submission is November 5, 2023.
- Proposing law firms should also specify the expected points of contact for the West Meadow Metropolitan District and their contact information

#### **V. Evaluation Criteria**

Proposals will be evaluated by the board on all factors including, but not limited to: Cost; experience with the specific needs of home-owner controlled boards; articulation of the benefits of having independent counsel

#### **VI. Selection Process**

Proposals will be evaluated based on the criteria outlined in Section V. The decision regarding the selection of legal counsel is targeted for the end of the year 2023.

#### **VII. Budget and Compensation**

Please include an estimated budget for legal services based on the scope of work outlined in Section II. Proposing firms should explain any anticipated reasons why this budget may need to be modified. Please specify the expected amount of "coming up to speed" time and an estimated cost.

Proposing law firms shall provide their hourly rates for legal services and shall specify the hourly rates for attorneys who would be working on matters related to the West Meadow Metropolitan District.

#### **VIII. Personnel Assignment**

Proposing law firms should provide details on the key personnel who will be assigned to represent the West Meadow Metropolitan District, including:

- Lead attorney(s) responsible for overseeing legal matters.
- Any supporting attorneys or paralegals who will be involved in providing legal services.
- The qualifications, experience, and expertise of each assigned team member.
- Information on their availability and capacity to handle the district's legal needs effectively.

Please submit any questions to Jake Schlesinger, President of the WMMD Board at [JakeSchles@gmail.com](mailto:JakeSchles@gmail.com).