

EAGLE VALLEY TRANSPORTATION AUTHORITY

Request for Qualifications - Outside Legal Counsel

The Board of Directors of the Eagle Valley Transportation Authority is seeking proposals for outside legal counsel for a newly formed governmental subdivision.

BACKGROUND

EVTA was formed by a vote of the registered electors of the Town of Avon, Town of Eagle, Town of Minturn, Town of Red Cliff, Town of Vail, Beaver Creek Metropolitan District, and Eagle County in the November 8, 2022 general election, pursuant to the Colorado Regional Transportation Authority Act, C.R.S. 43-4-101. et. seq. The purpose of the EVTA is to finance, construct, operate and maintain a regional transportation system.

The Board of Directors of the EVTA desires to retain legal counsel to represent the EVTA at the Board's discretion in a manner that protects and balances the EVTA's broad range of functions. Legal counsel would be expected to serve as general counsel to the Board.

SCOPE OF WORK

1. Provide advice to the Board on the following types of general matters:
 - a. Regional Transportation Authority Act and any other state laws that may affect transportation
 - b. Board policy, procedure and actions;
 - c. Contracts related to all aspects of a transportation operations;
 - d. Liability and insurance policies;
 - e. Colorado Open Meetings Law, Colorado Open Records Act, TABOR, Standards of Conduct, and other state law compliance issues related to local government operations;
 - f. Public employment law and personnel matters;
 - g. Public financing, taxation and local government budget law;
 - h. Construction, real estate transactions and deed restrictions.
2. Attend EVTA Board meetings (in person or virtually);
3. Provide legal memoranda and reports as requested by the Board;
4. Advise EVTA staff in accordance with Board direction;
5. Provide legal representation in litigation in which EVTA is involved; and
6. Any other legal services that the Board may request from time to time.

The Board may retain special counsel for litigation or other matters as it deems necessary from time to time.

Compensation:

The Board expects to retain legal counsel on an hourly fee basis.

Submittal Requirements:

Responders are requested to write a proposal in which they highlight the understanding of the services required and sufficient information about related experience in similar roles. At a minimum, please be sure to include the following information in your proposal:

1. Name of the attorney who would be primary legal counsel to the EVTA;
2. The primary attorney's resume, including professional background, education, and relevant experience;
3. Disclosure of any potential conflicts of interest;
4. Details regarding existing workload and availability to represent the EVTA;
5. A list of representative clients with whom you have worked in the past five (5) years;
6. References from local government and/or special district clients;
7. Legal memorandum writing sample that is not more than five (5) pages (2-3 pages preferred);
8. Hourly rate schedule for attorney and paralegal time, or proposed retainer arrangement; and,
9. Proof of Legal Malpractice Insurance.

Selection Process:

The Board shall consider proposals submitted and invite applicants for interviews if it desires. The Board reserves the right to reject any or all applicants and re-advertise for responses, or to waive any proposal irregularities. The Board will select legal counsel who is most advantageous to EVTA, taking into account service, experience, hourly fees and ability to provide service, as well as any other reasons deemed by the Board to be in the best interest of EVTA.

STATEMENTS OF QUALIFICATIONS MUST BE RECEIVED BY MIDNIGHT JANUARY 31, 2023. Please request confirmation of receipt of Statements of Qualifications when submitting. In person interviews will be scheduled at a location to be determined in Eagle County on **Monday, February 6, 2023.**

SUBMITTALS MUST BE SENT VIA EMAIL to tanya.allen@eaglecounty.us

Questions can be addressed to:

Tanya Allen – EVTA Interim Executive

Director (970) 328-3533

Tanya.allen@eaglecounty.us