



**REQUEST FOR PROPOSAL AND LETTERS OF INTEREST  
LEGAL COUNSEL  
JEFFERSON PARKWAY PUBLIC HIGHWAY AUTHORITY**

The Jefferson Parkway Public Highway Authority requires general legal counsel services regarding the completion of a metropolitan beltway.

Background

The Jefferson Parkway Public Highway Authority (JPPHA) was formed with the goal of constructing the last remaining piece of the metropolitan beltway, closing the gap between State Highway 128 in Broomfield and State Highway 93 at approximately W. 58<sup>th</sup> Avenue north of Golden. Public highway authorities are authorized by the State of Colorado for the purpose of financing, constructing, operating, and maintaining transportation improvements that cannot be undertaken by a single local government.

The power of the JPPHA is vested in a Board of Directors consisting of a representative from the City of Arvada, CO; the City and County of Broomfield, CO; and Jefferson County, CO. The Board has appointed an interim legal counsel with the intention of hiring a permanent General Council. The Authority seeks the services of a professional (individual or firm) for the provision of general legal services.

Scope of Duties

The contractor will be required to:

- Act as general legal counsel for the Jefferson Parkway Public Highway Authority, including attending meeting of the Authority as scheduled.
- Develop and maintain close working relationships with the Board of Directors, Executive Director, staff and Chief Legal Counsel of these member agencies.
- Review contracts, resolutions, and other legal documents involving JPPHA.
- Managing, and coordinating litigation activity with member agencies.
- Directing specialized legal counsel.

Selection Criteria

JPPHA will make its decision based on the submittal that best meets its overall needs. Each respondent's qualifications in the following areas will be considered:

- The firm's experience in the desired areas of practice.
- Prior experience with public entities and public highway authorities in particular.
- Fees and costs of services.
- Availability of the firm as needed, and
- Potential conflicts.

Other information offered by each respondent may be used as a factor for consideration.

### Contract

The initial term of service for this contract is contemplated to be two years. Should an extension be required, it will be negotiated at the mutual agreement of both the JPPHA and the contractor.

The firm or individual hired will work at the direction of the JPPHA executive director and the Board of Directors. In addition, Authority legal counsel will be expected to work closely with the chief legal counsel of each of the three member agencies as well as other members of the JPPHA team and the staffs of the three member governments.

The JPPHA expressly reserves the right to exercise its sole discretion in determining whether to reject any or all proposals, or other submittals, or any parts or portions thereof, regardless of whether any such proposal, or submittal is the lowest dollar amount bid or proposed. Any criteria which are in the best interest of the JPPHA may be the basis of a bid or proposal award. The successful proposer shall be an attorney licensed to practice in the State of Colorado and in good standing with experience in dealing with public highway authorities.

Proposals must include: the names and staff profiles of personnel to be assigned to JPPHA; the fee arrangements, including hourly rates and costs for administrative services and support; whether a retainer is required; billing arrangements, including any discounts for public entities; disclosure of any limitations on representation or requests for conflict waivers; and a sample engagement letter.

Proposals are to be submitted to:  
The Jefferson Parkway Public Highway Authority  
Attention: Bill Ray, Interim Executive Director  
c/o City of Arvada City Manager's Office  
8101 Ralston Road  
Arvada, CO 80001

**NOT LATER THAN 4:00 P.M., FRIDAY, JULY 25, 2008.** E-mail or fax proposals are acceptable: [bray@arvada.org](mailto:bray@arvada.org) or 720-898-7515, respectively. It is the submitter's responsibility to insure that the offers are delivered by the deadline. Offers received later than the specified date AND time WILL NOT BE CONSIDERED.