

REQUEST FOR PROPOSALS

SERVICE: County Attorney

NOTICE:

DEADLINE: November 20, 2025 via electronic submittal (information below).

PRIMARY CONTACT: Ronald Berges, Board of County Commissioners Chair
(contact information below)

Request for Proposals for County Attorney

The Sedgwick County Board of County Commissioners (the County or BOCC) are accepting proposals for a county attorney position to assist in the governmental processes in Sedgwick County.

Proposals must be submitted electronically to Ronald Berges, Chair of Board of County Commissioners, at rberges@sedgwickcountygov.net no later than November 20, 2025.

The BOCC may conduct interviews of the top-ranking proposals in order to make a final selection or make a selection without interviews based on the merits of the received proposals. The BOCC may also pursue any and all methods for selection that are available.

Any questions related to this solicitation may be directed to the Chair of the BOCC Ronald Berges at rberges@sedgwickcountygov.net.

Acceptance of any proposal submitted pursuant to this solicitation shall not constitute any implied intent to enter into an agreement for services. The County reserves the right to reject any and all proposals.

Dated: October 30, 2025

Sedgwick County Request for Proposals

Sedgwick County is seeking an experienced and qualified attorney to assist the following scope of work:

The County Attorney works at the direction and under the general oversight of the Board of Commissioners. The County Attorney is expected to provide legal counsel to the Board of Commissioners.

Specific workload and commitment of hours will vary based on the needs of the County. Services to be provided shall include but are not limited to:

- Attendance at regular meetings of the Board of Commissioners. The Board of Commissioners meet on Tuesday of each month at 8:30 A.M. The County Attorney may be asked to attend work sessions and special meetings of the Board of Commissioners. Appearances may be in person or via Google Teams.
- Attendance at Planning Commission, Board of Zoning Appeals, and other County related meetings as requested.
- Provide counseling on issues as they arise to the Board of Commissioners, and Department Heads where the consultation with Department Heads does not conflict with the interests or policies of the Board of Commissioners.
- Prepare and/or review contracts, leases, easements, deeds, and other legal instruments on behalf of the County.
- Draft and/or review ordinances, resolutions, and other legal documents.
- Assist staff in the administration and compliance with public procurement and financing.
- Provide legal counsel to staff on human resource and personnel related matters.
- Keep the Board of Commissioners and Department Heads apprised of changes to state and federal law.
- Litigating as required.

Proposal Submittal

Submissions shall contain all information as requested herein, and any additional information necessary to summarize the overall benefit of the proposal to the County. One (1) electronic copy of the proposal shall be provided.

The proposal is due no later than November 20, 2025. in electronic format to rberges@sedgwickcountygov.net.

The proposal shall include the following:

- 1. Introductory Letter.** The introductory letter shall name the person or persons authorized to sign contracts and represent the attorney in any negotiations.

- 2. Information About Attorney.** Please provide the following:
- Name, address, phone number, and email of the firm/person which would be providing the service to the County as well as the location of the firm/person's home office if other than the above.
 - Number of years in business.
 - Former names (if any).
 - Discuss avoidance of conflict of interest.
- 3. Team.** This section should provide information regarding the project individual or team who are likely to work on the project. Provide the names, resumes and roles of the project team, all key support professionals, and include applicable registrations where appropriate. Include a description of the team's experience with comparable projects, including specific expertise in financial management and experience.
- 4. Experience/References.** This section should provide information regarding the firm's qualifications and experience in relation to the projects the RFP is intended to cover.
- Discuss firm's/person's qualifications to perform the work of the size and nature described in this solicitation.
 - Provide specific qualifications to perform the general work described in this request including available resources, and recent, current and projected workload.
 - Discuss similar services and provide references concerning past performance of projects, particularly for those related to small communities.
 - Describe any special capabilities of your firm, such as special events management/development, branding/promotions for governmental agencies, etc.

Please provide a list of 3 clients of your company, preferably within the State of Colorado, who have used your services in projects similar to the Scope of Work identified in this solicitation. Describe the service provided, the approximate total cost and contact. Include the name, address and telephone number of the client's contact person who is familiar with both the project and your role on the project.

- 5. Cost Schedule.** Provide a schedule of costs for services that include the following:
- Company name and address
 - Date that the cost schedule is valid (example: January 1, 2026-December 31, 2026).
 - Position titles
 - Direct hourly rates for each position and the Not-To-Exceed Amount proposed (NTE). The NTE is required
 - Multiplier (e.g. overhead)
 - Non-Salary Costs (e.g. travel or mileage, printing, etc.)
- 6. Conflict of Interest** Please list any current (or potential) clients or projects which may be (or cause) a conflict of interest in working for Sedgwick County and describe the possible extent of the conflict.
- 7. Other Information.** Provide any other information deemed necessary to support the proposal.
- 8. Questions.** Questions should be submitted via email to rberges@sedgwickcountygov.net. Answers will be returned via email to all interested parties within 2 business days.

Clarifications

The County reserves the right to obtain clarification of any point in the firm's submittal or to obtain additional information necessary to properly evaluate the submittal. Failure of the firm to respond to such a request for additional information or clarification may result in rejection of the firm's proposal. The County also reserves the right to reject any and all proposals as they see fit.