



**TOWN OF RED CLIFF
REQUEST FOR PROPOSALS (RFP)
MUNICIPAL COURT REACTIVATION & IMPLEMENTATION CONSULTING SERVICES**

RFP Issue Date: Friday, January 9, 2026
Proposals Due: Monday, January 26, 2026 – 4:00 PM (MT)
Anticipated Award Date: Thursday, January 29, 2026
Board Consideration/Award: Tuesday, February 3, 2026
Notice to Proceed: Wednesday, February 3, 2026
Target First Session: April 14, 2026 (or sooner if feasible)
Court Fully Operational: May 12, 2026

Submit Proposals To:

Melissa Matthews, Town Administrator
Town of Red Cliff
Email: manager@townofredcliff.org

Email Subject Line: *Municipal Court Consultant Proposal – [Firm Name]*

1. Purpose

The Town of Red Cliff, Colorado ("Town") is seeking proposals from qualified consultants to provide municipal court reactivation and implementation services. The Town's municipal court is already established in Town Code as a qualified municipal court of record, and the Town seeks expert assistance to ensure legal compliance, develop court procedures and workflows, prepare required legal updates (if necessary), provide training, and support the Town through a successful operational launch.

The Town intends to hold court sessions as needed or approximately every other month, utilizing existing Town facilities and staff capacity.

2. Background

The Town of Red Cliff has an established municipal court framework in its municipal code, including provisions regarding jurisdiction, judge appointment, court clerk responsibilities, reporting, and costs. The municipal court is designated as a qualified municipal court of record, requiring a verbatim record of proceedings by electronic or stenographic means.

While the legal foundation exists, the Town is not currently operating a municipal court. The Town's goal is to reactivate and operationalize its municipal court to address municipal ordinance violations and related matters within the Town's jurisdiction, consistent with Colorado law and the Colorado Supreme Court municipal court rules.

The Town anticipates holding regular court sessions on the second Tuesday of each month, with additional special sessions as needed. The Town also anticipates a modest caseload and seeks a consultant who can deliver a practical, scalable, compliant court model appropriate for a small rural community.

3. Objectives

The consultant will assist the Town in achieving the following:

1. Confirm that the Town's municipal court provisions and planned operations comply with Colorado law and applicable municipal court rules.
2. Identify and prepare any necessary updates to the Town's ordinances or court rules.
3. Develop operational procedures, workflows, and forms required to run a small-volume municipal court.
4. Recommend and support the Town in establishing an appropriate judge appointment and prosecutor model.
5. Provide guidance on court of record requirements, including recording systems, records retention, and evidence management.
6. Train Town staff and support initial court operations leading to a successful April 1, 2026 "go-live."

4. Scope of Services

The Town seeks proposals that provide a tight, cost-controlled, phased approach as outlined below. Proposers may recommend modifications based on expertise; however, the Town's intent is to keep the work streamlined and appropriate for a small municipality.

Phase 1 (Assessment + Legal Review + Implementation Materials)

Goal: Establish legal and operational readiness through compliance review, required updates, procedures, and core templates.

Task 1: Colorado Compliance Review + Court Structure Recommendations

- Review Town Code Article 7 and relevant ordinances to confirm compliance with Colorado municipal court statutes and rules, including:
 - Colorado Revised Statutes governing municipal courts and municipal judges
 - Colorado Rules of Civil Procedure (as applicable)
 - Colorado Supreme Court municipal court rules, including rules specific to courts of record
 - Rights advisements and due process requirements
- Provide a written compliance memo identifying:
 - required updates (if any)
 - recommended best practices for a small-volume court
 - risk areas and mitigation strategies
- Recommend an operational structure aligned with Colorado standards:
 - judge appointment process and contract structure
 - prosecutor model (city attorney vs. contract prosecutor)
 - court clerk responsibilities and internal delegation
 - how to handle indigency, public defender coordination (if applicable), and payment plans

Task 2: Ordinance / Court Rule Updates (As Needed)

- Draft any recommended amendments to Town Code Article 7 or related ordinances to ensure compliance and operational clarity.
- Draft recommended court rules or administrative orders (if needed) for:
 - sessions and docket procedure
 - filing/citation process
 - payment plans and collections
 - continuances and defaults
 - deferred judgments and deferred prosecutions

Task 3: Procedures Manual + Forms Packet

Develop a practical “Municipal Court Operations Packet,” including:

- Step-by-step procedures manual for staff (Town Clerk acting as court clerk), including:
 - “day of court” equipment testing quick checklist
 - case intake/filing
 - docketing and scheduling
 - notices and summons
 - courtroom setup and public access
 - check-in and advisements
 - plea options and documentation
 - continuances and compliance tracking
 - payment processing and reconciliations
 - monthly reporting and deposits to Town Treasurer
 - records retention requirements
- Forms/templates package suitable for a small municipal court, including:
 - advisement of rights forms
 - plea forms (guilty/no contest)
 - deferred judgment/prosecution agreement template
 - judgment order template
 - payment plan form
 - failure-to-appear notice templates
 - compliance order template

Task 4: Court of Record Recording Plan

Because Red Cliff’s code establishes a court of record, consultant shall:

- confirm requirements for a qualified municipal court of record
- recommend the simplest compliant approach for recording proceedings
- backup recording protocol

- recording and retention SOP
- provide guidance for:
 - storage and retention of recordings
 - handling exhibits and evidence
 - transcript requests and processes
 - compliance with public records requirements

Phase 2 (Training + Go-Live + First Session Support)

Goal: Prepare staff and contractors, finalize contracts, conduct training, and support an operational launch with the Town holding its first court session by **April 14, 2026**.

Task 5: Training and Implementation Support

- Provide training for Town staff (court clerk role), and coordinate with Town Administrator as needed.
- Provide “go-live readiness checklist” for:
 - setup and security considerations
 - docket scheduling
 - recording equipment testing
 - procedures for payments and reporting
 - coordination with law enforcement/code enforcement (if applicable)

Task 6: Judge and Prosecutor Contracting Support

- Provide recommended contract templates and/or selection support for:
 - Municipal Judge
 - Municipal Prosecutor / contract prosecutor (if separate from Town Attorney)
- Recommend best practices for:
 - compensation (per session vs. monthly stipend)
 - performance expectations
 - scheduling and availability

- conflicts and recusals
- legal compliance requirements

Task 7: “Go-Live” Support

- Provide direct support for initial court session(s), which may include:
 - procedural confirmation
 - clerk support and troubleshooting
 - workflow adjustments after first docket
 - final operational refinements

5. Deliverables

Deliverables must include, at minimum:

Phase 1 Deliverables

1. Compliance memo and recommended court structure
2. Draft ordinance amendments and/or court rules (if needed)
3. Court procedures manual and workflow map
4. Forms/templates packet
5. Court of record recording/retention plan
6. Implementation roadmap to April 1, 2026

Phase 2 Deliverables

7. Staff training session(s) and materials
8. Judge/prosecutor contract templates and/or contracting guidance
9. Go-live readiness checklist
10. Support for initial session(s) and implementation follow-up memo

6. Timeline

The Town intends to have the municipal court **fully operational by May 12, 2026**. Proposers should include a timeline demonstrating that deliverables will be completed in time to support launch.

The Town anticipates the following schedule (subject to refinement):

- Consultant selection and Notice to Proceed: **Wednesday, February 4, 2026**
- Phase 1 completion (legal review, documents, procedures, forms): **no later than March 20, 2026**
- Phase 2 training and contracting finalization: **March 23 – April 10, 2026**
- Target First Court Session: **April 14, 2026**
- Court Fully Operational: **May 12, 2026** (2nd Tuesday cadence)

The Town reserves the right to award based on written proposals alone and may waive interviews to maintain the implementation schedule.

7. Consultant Qualifications

The Town seeks a consultant with demonstrated experience in:

- Colorado municipal court operations (strongly preferred)
- Municipal court legal compliance and procedure
- Court of record requirements and compliance
- Court administrative workflow design
- Training municipal staff for court clerk responsibilities
- Working with small-volume / rural municipalities

8. Proposal Requirements

Proposals should include:

A. Cover Letter

Include primary contact, firm background, and understanding of the project.

B. Qualifications

- Relevant experience and resumes of key staff
- Minimum of three (3) references
- Examples of similar work (municipal court start-up or reactivation)

C. Approach

- Proposed methodology for Phase 1 and Phase 2
- Project timeline and work plan aligned with April 1, 2026 go-live
- Proposed deliverables (confirming those listed above)
- Assumptions and potential risks

D. Cost Proposal

The Town strongly prefers a **fixed-fee proposal by phase**, with optional hourly rates for additional services.

Cost proposal should include:

- Phase 1 fixed fee
- Phase 2 fixed fee
- hourly rates for additional services (if needed)
- any anticipated reimbursable expenses

9. Evaluation Criteria

Proposals will be evaluated using the following criteria:

Criteria	Weight
Colorado municipal court experience and qualifications	30%
Approach and practicality for small-volume court	25%
Cost/value and cost-controlled phased proposal	20%
Understanding of court of record requirements	15%
References and prior performance	10%

10. Terms and Conditions

- The Town reserves the right to reject any or all proposals.
- The Town may request interviews or clarifications.
- The Town may negotiate final scope and contract terms.

- The Town is not responsible for proposal preparation costs.
- Consultant must comply with all applicable laws.

11. Submission Instructions

Proposals must be received by: **Monday, January 26, 2026**

Submit electronically to: **manager@townofredcliff.org**

Subject line: **Municipal Court Consultant Proposal – [Firm Name]**