



522 2nd Ave,
PO Box 367,
Hugo, Colorado
80821

Request for Proposal (RFP)
Code Enforcement Services

7/10/2026

Project Overview: The Town of Hugo is seeking proposals from qualified individuals or firms to provide part-time Code Enforcement Services on a contractual basis. The Town is also advertising this position as an employee and reserves the right to hire either an employee or an independent contractor, whichever best meets the Town's needs.

Scope of Services:

1. Investigating citizen complaints and identifying ordinance violations.
2. Enforcing nuisance, property maintenance, zoning, parking, sign, and water restriction ordinances.
3. Conducting inspections and documenting violations through photographs, reports, and other evidence.
4. Issuing notices of violation, citations, and summonses.
5. Coordinating abatements when voluntary compliance is not achieved.
6. Enforcing limited animal control ordinances, as assigned.
7. Preparing cases for Municipal Court and providing testimony when required.
8. Maintaining accurate records and case files.
9. Working cooperatively with Town staff, the Municipal Court, contractors, and law enforcement agencies.
10. Educating residents regarding ordinance compliance.

Minimum Requirements:

1. Experience in code enforcement, law enforcement, or a closely related enforcement field.
2. Experience conducting investigations and preparing written reports.
3. Experience preparing court cases and providing testimony.

4. Knowledge of municipal code enforcement and court procedures.
5. Valid Colorado driver's license (or ability to obtain one if required by contract).
6. Ability to pass a background investigation.
7. Municipal or rural government experience preferred.

Proposals Submission Requirements:

1. Letter of interest or company profile including proof of general liability and workers comp insurance.
2. Summary of qualifications and relevant experience.
3. References from previous clients for similar projects.
4. Proposed hourly rate or fee schedule.
5. Any additional information deemed relevant to the proposal.

Submission Deadline: Proposals must be submitted no later than Monday, August 10th, 2026 at 5:00PM MST. Late submissions will not be considered.

Submission Instructions: Proposals can be delivered to the Hugo Town Hall located at 522 2nd Ave, Hugo, CO 80821 or emailed to Sara Lancaster, Town Clerk Administrator at clerkadministrator@townofhugoco.gov, email should be titled: Code Enforcement Services.

Evaluation Criteria:

1. Experience and expertise in code enforcement.
2. Cost structure and resource scalability.
3. Technical competence and enforcement methodology.
4. Customer references and satisfaction.
5. Completeness and clarity of proposal.

Point of Contact: For inquiries and submission of proposals, please contact: Sara Lancaster, Town Clerk Administrator at clerkadministrator@townofhugoco.gov.

Additional Information: The Town of Hugo reserves the right to reject any or all proposals and to waive any information or irregularities in the proposal received. This RFP does not commit the Town of Hugo to award a contract or to pay any costs incurred in the preparation of a proposal in the response to this request.