

**TOWN OF WOODSTOCK
PROFESSIONAL SERVICES PROCUREMENT NOTICE
LEGAL SERVICES - TOWN ATTORNEY
October 11, 2018**

The Town of Woodstock will be selecting one or more qualified individual attorneys or law firms to serve as Town Attorney. The Request for Proposal may be obtained from the office of the First Selectman, Woodstock Town Hall, 415 Route 169, Woodstock, CT 06281, 860-928-0208, Ext. 310, or on the Town of Woodstock website www.woodstockct.gov. Proposals must be submitted to the First Selectman no later than 3:30 PM, November 15, 2018. Envelope to be plainly marked "RFP Legal Services Bid". Bids will be opened at a public Board of Selectmen's meeting. Fax/email bids will not be accepted. The Town of Woodstock reserves the right to accept or reject any, all or any part of proposals and to make an award that is deemed to be in the best interests of the Town.

Michael L. Alberts, First Selectman

REQUEST FOR PROPOSALS

LEGAL SERVICES – TOWN ATTORNEY

1. PURPOSE: The Town of Woodstock, Connecticut is seeking proposals from qualified law firms or individual attorneys wishing to provide legal services to the Town of Woodstock as Town Attorney. Interested attorneys should submit a proposal in accordance with the requirements and directions described herein.

2. SCOPE OF SERVICES: The Town Attorney is required to provide legal representation in court and legal advice and counsel to the Board of Selectmen on a variety of matters pertaining to all aspects of municipal government. These legal services will be performed by the Town Attorney on an as-needed basis, i.e. as an independent contractor. As such, the respondent contracts and agrees that the services will be compensated on a case by case hourly basis and that no minimum amount of periodic remuneration is implied or expected. Advice and legal support is also provided to various Town departments, boards and commissions. Examples of legal services include: review of proposed ordinances and regulations; review and interpretation of state and federal laws and regulations; labor and employment matters; planning and zoning: construction and consulting agreements and services; property acquisition; representation in claims and suits against the Town; and all other matters typically associated with municipal government operations and other services as may be directed by the First Selectman and Board of Selectmen. Attendance at evening meetings will be required from time to time.

3. REQUIRED INFORMATION: The following information, at a minimum, shall be submitted:

- a. Background statement including name of firm/individual, Juris Number, Federal Bar Number, capabilities, history, legal education, professional experience, and other general introductory information.

- b. A strong background in Connecticut Statutes relating to municipal governance law and relevant state regulations is required. A statement of qualifications to include prior experience in legal matters associated with municipal code enactment and enforcement, planning and zoning issues, and issues that have the potential to come before the Board of Selectmen.
- c. Qualifications, resumes and position with firm of personnel that will be assigned to work on matters pertaining to the Town of Woodstock.
- d. A summary of all areas of experience including the types of services supplied to past and present clients. This information should include areas of specialization and litigation experience.
- e. A detailed description of how the law firm or individual attorney will supply legal services to the Town and general approach to serving as Town Attorney.
- f. Please specify the attorney hourly rate. Specify whether and how non-attorney services and expenses will be billed. Please include a draft retainer agreement. On cost containment, special attention should be made to suggestions and recommendations for managing and controlling the costs of legal services. The Town is interested in receiving innovative cost containment proposals and suggestions for Town Attorney services.
- g. References from consenting clients, including but not limited to, any towns or municipalities that have been represented by the law firm or individual attorney within the past five (5) years.
- h. Evidence the attorney is a member of the Connecticut Bar and fully qualified to practice law in all the courts of Connecticut.
- i. A listing of any grievances filed, with the outcome, against the law firm or individual attorney within the past ten (10) years.
- j. A listing of any pending litigation the law firm or any individual attorney is involved in as a party.
- k. A list of any past or pending litigation in which the respondent has represented a party with interests adverse to the Town.

4. SUBMISSION: The information required for this Request for Proposal must be submitted, with five (5) copies to the First Selectman, Town of Woodstock, Woodstock Town Hall, 415 Route 169 Woodstock, CT 06281, no later than 3:30 PM, November 15, 2018. LATE PROPOSALS WILL NOT BE CONSIDERED.

5. SELECTION PROCESS: The Board of Selectmen will review all proposals that comply with the minimum requirements stated above. It is the Town's intention to select the Town Attorney. The Town of Woodstock reserves the right to waive technical defects in Proposals, to reject any and all Proposals, in whole or in part, and to make such awards, in whole or in part, including accepting a Proposal or a part of the Proposal, although not the low Proposal, that in its judgment will be in the best interest of the Town of Woodstock.

6. DURATION OF AGREEMENT: The term of appointment will be two (2) years subject to final Board action following the Town Attorney Selection process. Each firm/individual submitting a proposal is requested to detail its fee proposal on a two-year basis. The Town reserves the right to award multiple contracts in order to obtain the best qualified attorney(s) or law firm(s) for representation in various areas. It is the Town's intent to award a contract to one or more firms, depending on areas of specialization and the Town's legal needs.

7. INSURANCE: The successful Attorney (or law firm attorney members) shall be required to furnish evidence of the following insurance coverages within (10) days from notification of award. Insurance coverages shall remain in full force for the duration of the contract term including any and all extensions. All renewal certificates shall be furnished at 10 days prior to policy expirations.

A. Automobile Liability Insurance issued with limits not less than \$500,000 for all damages because of bodily injury sustained by each person as a result of any occurrence and \$1,000,000 for damage because of bodily injury sustained by two or more persons as the result of any one occurrence and limits of \$250,000 for all damages because of property damage sustained as the result of any one occurrence of a \$1,000,000 Combined Single Limit (CSL). All, if any, deductibles are the sole responsibility of the Attorney to pay and/or indemnify.

B. Professional Liability Insurance: issued on an occurrence basis; for the term of the contract with a \$1,000,000 Combined Single Limit; \$2,000,000 aggregate with the Town of Woodstock named as an additional insured.

C. Commercial Umbrella Liability: Limits to sit over General and Professional Liability; minimum \$1,000,000 per occurrence \$1,000,000 aggregate.

D. Workers Compensation Insurance in accordance with Connecticut State Statutes.

E. A Fidelity Bond insuring against fraud or defalcation with a limit of \$250,000.

F. Certificate of Insurance, with the following wording in the comments section, must be forwarded to the Town's First Selectman within 10 days from notification of the award.

"The Town of Woodstock is named as an Additional Insured on the insurance coverage named above for claims arising out of the Consultant's performance of the contract herein".

G. This provision is required for: Fidelity Bond and Auto Liability Insurance only.

H. Each coverage named above shall provide not less than a 30-day notice of cancellation to the Town of Woodstock.

8. EQUAL OPPORTUNITY EMPLOYER: In order for a firm to be considered for business with the Town of Woodstock, that firm must be an Equal Opportunity Employer.

9. POINT OF CONTACT: The First Selectman, Michael L. Alberts, may be contacted concerning the proposal process. Questions concerning this Request for Proposal should be

addressed to Town of Woodstock, Selectmen's Office, Woodstock Town Hall, 415 Route 169 Woodstock, CT 06281. (860) 928-0208, Ext. 310.

10. DISCLOSURE OF INFORMATION: Each respondent is hereby advised that any information contained in or submitted with or in connection with their respective RFP submissions may be subject to disclosure by the terms of state laws defining freedom of information and privacy and all rules, regulations, and interpretations resulting from those laws. By submitting the Request for Proposal, each respondent expressly waives any claim(s) that such respondent has or may have against the Town or any of its selectmen, officers, employees, or authorized agents as a result of any such disclosure.