

# Request for Qualifications Municipal Law Legal Services Town of Old Lyme May 10, 2016

## **A. Purpose**

The Town of Old Lyme (“Old Lyme” or the “Town”) is requesting proposals from qualified attorneys to serve as Town Attorney. While this is a solicitation specifically for an individual to serve as the Town Attorney, if the attorney is a member of a law firm, other attorneys in that firm may also provide legal services to the Town in connection with this engagement.

## **B. Background**

Old Lyme is located on the east bank of the Connecticut River where it meets Long Island Sound. Old Lyme occupies about 27 square miles of shoreline, tidal marsh, inland wetlands and forested hills. Our neighbor to the north is the Town of Lyme; to the east, East Lyme. Our current population is approximately 7600 residents, which increases dramatically in the summer due to seasonal residences. Old Lyme does not have a town charter; we are governed by town meeting and board of selectmen under the state statutes. The Board of Selectmen appoints the Town Attorney for a (2) year term.

## **C. Scope of Service**

The Town Attorney is required to provide legal advice and counsel to the Town on a variety of matters pertaining to municipal government operations. Advice and legal support may also be provided to various Town departments, boards and commissions. The delivery of legal services is coordinated through the First Selectman and may only be requested by the First Selectman or with approval of the First Selectman.

The legal services to be provided include:

- Review of proposed ordinances and regulations
- Review and interpretation of local, state and federal laws, regulations and ordinances
- Review of Town contracts
- Land acquisition
- Representation in claims against and by the Town
- All other matters typically associated with municipal government operations
- Other services as may be directed by the First Selectman

Labor and employment matters, and bond counsel services, are not currently included in this engagement.

## **D. Required Submissions**

Please organize and present your responses in the order listed below, and thoroughly address each issue:

- a.** A letter of transmittal indicating the firm's interest in providing the services and any other information that would assist the Town in making a selection. This letter must be signed by a person legally authorized to bind the firm to a contract.
- b.** Name, telephone number and email address of person(s) to be contacted for further information or clarification.
- c.** A background and qualifications statement stating the name and address(es) of the firm or individual attorney, and describing your capabilities and the history of your firm and the servicing office. If the respondent is a law firm, identify the proposed Town Attorney.
- d.** List of attorneys to be assigned to this representation, including the proposed Town Attorney and others who are expected to perform material services, identifying their areas of expertise. Please provide resumes for each of these attorneys, their roles in representing other municipalities, if any, including municipal litigation experience, and the anticipated chain of command.
- e.** Information that explains your firm's ability to perform, implement and administer these services, emphasizing experience with other similar municipalities. Summarize all areas of relevant expertise and experience, including the types of services supplied to past and present clients. This information should include areas of specialization, background and experience in such matters as: general municipal law, planning and zoning, property taxation, FOIA, conflicts of interest, specially chartered municipalities and construction law and contracts.
- f.** A list of not less than three municipal client references (cities or towns) for which services similar to those outlined herein have been provided within the past five (5) years or are currently being provided. This list shall include the following information:
  - 1. Name of the city/town
  - 2. Timeframe of legal services
  - 3. Legal services provided by the firm and, most particularly, by the proposed Town Attorney and other attorneys who would be assigned to the Town
  - 4. Name, address, and telephone number of the principal contact of the city/town
  - 5. Include any private beach and/or specially chartered municipalities represented

*The Town reserves the right to contact these organizations regarding the services performed by the firm.*

- g.** A listing and description of any potential conflicts of interest you foresee with this representation—*i.e.*, any matters or entities regarding which a legal issue with the Town exists or might arise that could create a conflict for you.
- h.** A description of your proposed general approach to serving as Town Attorney, including availability and responsiveness.

**i.** A description of any grievances or claims of ethical misconduct or malpractice asserted against the law firm or individual attorneys that resulted in adverse administrative or judicial findings within the past five (5) years.

**j.** A description of the firm's professional liability insurance per-claim and annual aggregate limits. A copy of the malpractice policy declaration page.

**k.** A detailed proposal regarding the fees, costs and expenses that may be incurred by the Town in this representation. Please indicate the available billing methodologies (*e.g.*, bill at hourly rates, blended rates, annual retainer for defined services, etc.). In all events indicate hourly billing rates of personnel providing these services, available discounts, invoiced expenses and other costs involved, including any administrative costs that the firm/individual will bill the Town (for example, copier, computer research, postage, messenger, long distance phone calls). You should present your fee proposal on a 2-year basis.

**l.** A sample of the form of the firm's engagement letter.

**m.** A concluding statement as to why the respondent is best qualified to meet the needs of the Town, including any other information you deem relevant to your proposal.

Any questions regarding this Request for Qualifications should be directed to Bonnie Reemsnyder, First Selectwoman by email to [selectmansoffice@oldlyme-ct.gov](mailto:selectmansoffice@oldlyme-ct.gov) by 2:00 PM on Thursday, May 19, 2016.

All questions received will be posted, with answers, on the town website [www.oldlyme-ct.gov](http://www.oldlyme-ct.gov) by 2:00 PM on Monday, May 23, 2016, under Current Projects/RFQ Town Attorney.

## **E. Submission of Proposals**

Proposals must be signed by an authorized member of the firm, and the name, address, and telephone number of a representative qualified to answer questions during the review process must be included.

Please submit three hard copies of the proposal, and email a pdf copy, to:

Bonnie A. Reemsnyder  
First Selectwoman  
Town of Old Lyme  
52 Lyme St.  
Old Lyme, CT 06371  
Phone: (860) 434-1605 x211  
Fax: (860) 434-1400  
Email: [selectmansoffice@oldlyme-ct.gov](mailto:selectmansoffice@oldlyme-ct.gov)

All proposals must be received by 2:00 p.m. on Friday, May 27, 2016.

The Town reserves the right to: accept or reject any and/or all proposals, for any reason or no reason; waive any and all informalities, defects, or irregularities; request further information or clarification; and negotiate with any, all or none of the respondents to this Invitation.