



**TOWN OF ENFIELD
820 Enfield Street,
Enfield, Connecticut 06082**

**REQUEST FOR PROPOSALS
FOR
TOWN ATTORNEY**

November 20, 2019

Sealed proposals for the service named above will be received at the office of the Director of Finance until 11:00 a.m., **Thursday, December 12, 2019**. Thereafter, proposals will be opened in public and the names of those submitting proposals read aloud.

Specifications and proposal documents may be obtained from Christopher Bromson at telephone number (860) 253-6350 or the Town's website, www.enfield-ct.gov.

The Town of Enfield reserves the right to accept or reject any, all, or any part of proposals, to waive formalities or informalities, and to make an award that is deemed to be in the best interests of the Town.

John A. Wilcox
Director of Finance
EOE/AA

**TOWN OF ENFIELD, CONNECTICUT
STANDARD INSTRUCTIONS**

PURPOSE: The Town of Enfield is seeking proposals from qualified attorneys (or small firm) to provide legal services to the Town to fill the term of Town Attorney from **date of appointment** through **December 31, 2021**. This position, which is compensated annually between **\$60,000 - \$70,000** (based on experience), may lead to subsequent Council appointments. No other benefits are offered with this position.

1. Interested attorneys should submit a proposal in accordance with the requirements and directions herein.

2. **SCOPE OF SERVICES:** The Town Attorney will provide legal representation in court and legal advice to the Town Council and administration on a variety of matters pertaining to all aspects of Town governance. Examples of legal services would include review of proposed ordinances and regulations, review and interpretation of state and federal law, enforcement of municipal code, representation in claims and suits initiated by the Town, all other matters typically associated with the operation of the Town and other services as directed by the Town Council. Attendance at Town Council meetings (first and third Mondays) other meetings as requested will be required.

3. **REQUIRED INFORMATION:** The following information shall be submitted:

- a. A background statement including the name of the individual/firm, 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 a Town Council.
- c. A summary of areas of associated experience including the types of services provided to past and present governmental entities include but are not limited to:
Note: Legal services sought by the Town may, or may not, include the following at any particular point in time. Respondents must clearly indicate which services described below can be provided by Respondent and which services Respondent would seek the services of alternate counsel.)
 1. *Meetings.* Includes attendance at Town Council meetings and other meetings of Committees or Commissions (especially Executive Sessions) as needed. *Please consult the Town's website for the schedule of Council and other agencies meetings.*

2. *General Legal.* Includes all other matters typically associated with municipal government operations and other services as may be directed by the Town Council and Town Manager. Effective verbal and written communication skills are essential since information must be readily understood by elected and appointed officials, Town staff and the public.
 3. *Contract/document.* Review and drafting of contracts and documents, ordinance drafting, charter and statute interpretations, legal opinions. Familiarity with Freedom of Information Act (FOIA) and real estate transactions.
 4. *Litigation.* Ability to manage/conduct/oversee litigation in all courts (state and federal/trial and appellate). Not often needed for trial work except in the event of a very significant legal matter.
 5. *General Employment.* Includes all aspects of employment law from recruitment to termination as well as collective bargaining support/expertise, arbitration, managing grievance procedures/appeals, discrimination in the workplace claims, pension and benefit administration and drafting policies and procedures such as employee handbooks.
 6. *Criminal Law.* Advise Police Department on proper police operating procedures when necessary.
 7. *Administrative Legal Matters.* Familiarity and experience with administrative substance, process, and hearings including, but not limited to, FOIC, Tax, Land Use. Familiarity with environmental and natural resource regulation, including the management and regulation of solid waste, hazardous waste, water, air and other forms of pollution, zoning, planning, inland wetlands laws, zoning board of appeals, and regulations and managing administrative appeals associated with same; working with agencies in preparing and drafting administrative decisions.
- d. A description of how legal services will be supplied to the Town and general approach to serving as the Town's attorney and how these services would be billed.
 - e. A list of references identifying other governmental entities that have been represented by the law firm or individual in the last five (5) years.
 - f. A listing of grievances, with the outcome, against the law firm or individual attorney within the past ten (10) years.
 - g. Evidence the attorney is a member of the Connecticut Bar and fully qualified to practice law in all the courts of Connecticut.

h. Evidence of insurance as follows:

1. General Liability: Minimum \$1,000,000 per occurrence, \$2,000,000 aggregate
2. Professional Liability: Minimum \$1,000,000 per claim, \$1,000,000 aggregate
3. Commercial Umbrella Liability: Limits to sit over General and Professional Liability; minimum \$1,000,000 per occurrence \$1,000,000 aggregate
4. Workers Compensation: Per State Statute
5. Certificate Holder should read: Town of Enfield, 820 Enfield Street, Enfield, CT 06082

4. SUBMISSION: One (1) original and eleven (11) copies of all proposals must be submitted in a sealed envelope clearly marked “RFP for Town Attorney”. If forwarded by mail or courier, the sealed envelope must be addressed to “Director of Finance, Town of Enfield, 820 Enfield Street, Enfield Connecticut 06082”. Proposals must be at the office of the Director of Finance by the time of the Public Proposal Opening date, 11:00 a.m., Thursday, **December 12, 2019**. Postmarks are NOT an acceptable waiver of this policy. Corrections and/or modifications received after the first proposal is publicly opened will not be accepted.

Questions regarding this request, or any clarifications thereof, should be directed to Christopher Bromson, Town Manager at (860) 253-6350.

5. SELECTION PROCESS: The Town Attorney Review Committee will recommend to the Town Council candidates to be interviewed. Town Council will conduct interviews of the selected candidates. The selection will occur no later than the **January 6, 2020** Council meeting.

6. AWARDING THE PROPOSAL: The Town of Enfield reserves the right to accept or reject, any, all or any part of proposals, to waive formalities or informalities, and to make an award that is deemed to be in the best interests of the Town. It is the Town’s policy to not award to those who owe Town of Enfield prior year(s) property taxes.

7. FAIR EMPLOYMENT PRACTICES: The Respondent agrees not to discriminate against any employee or applicant for employment in the performance of this proposal’s work with respect to hire, tenure, terms, conditions, or privileges of employment due to race, sex, age, religion, national origin, or other condition proscribed by State or Federal law.