

Town of Montville, Connecticut
310 Norwich-New London Turnpike
Uncasville, CT 06382
Phone (860) 848-3030

December 12, 2023

**REQUEST FOR PROPOSAL
FOR PROVISION OF
GENERAL MUNICIPAL LEGAL SERVICES
Bid Document No. 2024-04**

Objective:

The Town of Montville is requesting proposals from qualified licensed attorneys and legal firms to provide a variety of legal services required by the Town as Town Attorney, and to assist the Mayor, the Town Council, and other Boards, Commissions or Town agencies as requested by the Chairperson at the behest of the agency, and the municipal operating departments as requested by the Mayor.

Legal services required:

Legal services will include, but may not be limited to, the following:

1. Preparation for and attendance at regularly scheduled monthly Town Council meetings with attendance at its special meetings upon request, and for other town agency meetings upon request;
2. Prompt legal review and advisement concerning ordinary documents, legal documents, draft resolutions, draft ordinances, easements, conveyances, contracts, agreements, etc., as requested by the Mayor or the Town Council.
3. Draft resolutions and ordinances and other legal documents as requested;
4. Availability for consultation with the Mayor, who serves as full-time Chief Executive Officer of the Town of Montville, CT, and members of the Town Council, a body of seven members;
5. Rendering of legal opinions including interpretations of applicable law upon request by authorized officials and filing a copy of each with the Town Clerk for permanent record;
6. Matters of collections, foreclosures, code enforcement;
7. Matters of municipal land or real estate sales or procurement of land or facilities;
8. Represent the Town in matters of litigation;

9. Advisement/updates on compliance with federal and state law;
10. Upon request provide workshops/seminars/instruction;
11. Other legal matters that may arise.

Expectations/Requirements:

1. The Town Attorney shall act as legal advisor to and be the attorney and counsel for the Mayor and for the Town Council and shall serve pursuant to the following, as quoted from the Town Charter:

“He shall appear for and protect the rights of the town in all actions, suits or proceedings brought by or against it or any of its boards, officers, commissions or agencies. He shall be the legal advisor to all town officers, boards, commissions or agencies in all matters affecting the town, and shall upon written request furnish them with a written opinion on any question of law involving their respective powers and duties. Upon request, he shall prepare or approve forms of contracts or other instruments to which the town is a party or in which it has an interest. He shall have the power, with the approval of the town council, to compromise or settle any claim by or against the town.”

2. Should the Town Charter be duly amended by vote of the electors of the Town of Montville where substantive change is found with respect to the provision of legal services, the Town Attorney shall likewise make any necessary adjustments in services upon reaching an accord with the Town Council and the Mayor in regard to same with such agreement reduced to writing.
3. The Town Attorney shall become familiar with all provisions of the Town Charter, as is now and as may be duly amended.
4. Further, the Town Attorney shall uphold any policy or procedure now in place or put in place by the Town Council or the Mayor with respect to the orderly, timely, and fiscally responsible handling of legal matters.

The Proposal

Proposals shall be in letter form and include the following:

1. Hourly cost for services, as well as all other itemized billing that the Town would expect to incur or be responsible for;
2. The Town welcomes an option of a flat retainer to cover usual or customary work, and an hourly rate for work outside of the general scope of duties;
3. Summary of Qualifications with respect to recent and relevant practice in the area of municipal law;

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4. Biographies of those who would be servicing the Town;
5. Logistical capabilities of the office, such as secretarial support, staff backup for vacations or other absences or in response to unusual caseload, availability for timely response to inquiries;
6. Statement of personal philosophy on how the legal affairs of a municipality should be handled, including involvement with elected and appointed officials, boards, commission, other town agencies, individual citizens; how conflicts of interest or time between private clients and the Town would be dealt with, and intended level of interaction with municipal associations and other municipal attorneys.
7. Any other information you desire to present in support of your proposal.
8. References.
9. To be considered, nine (9) copies of the proposal must be received in the Finance Office at 310 Norwich/New London Turnpike, Uncasville, CT 06382, by January 4, 2024 at 10:00 am. No proposals will be accepted after this time. The proposals will be opened publicly and read aloud. The Town reserves the right to reject any or all proposals submitted.