



TOWN OF RICHMOND
RICHMOND TOWN CENTER
203 Bridge Street, P.O. Box 285
Richmond, Vermont 05477



Town of Richmond – Request for Proposals – Legal Services

The Town of Richmond is requesting qualifications and proposals from qualified law firms or individuals to serve as the Town's general legal counsel or to provide legal services for a specific legal area(s) on a contractual basis. The Town may select one or more firms to serve the specific needs of the Town.

Please submit the following information to Geoffrey Urbanik, Richmond Town Manager no later than Friday, June 17, 2016. The below information and any supporting documentation may be submitted by mail, P.O. Box 285, Richmond, VT 05477 or fax (329-2011). Email also acceptable if quote is .pdf on letterhead to townmgr@gmavt.net.

Town Government Profile

The Town of Richmond is a municipality in Chittenden County, Vermont with over 4,000 residents. The annual operating budget of all funds is approximately \$4,200,000 for FY2017, with a number of large capital projects. The Town's current financial position is strong, due to adequate cash reserves, comprehensive fiscal policies, and clean audit reports. The government consists of a five member elected Selectboard and an appointed Town Manager. The Town has the following departments: General Administration; Town Clerk; Finance; Assessment; Police; Fire; Planning & Zoning; Library; Water and Sewer.

Requested Services

The Town of Richmond is seeking one or more legal firms with expertise in providing general or specific legal services. The applying firm must be licensed in the State of Vermont and be in good standing. An understanding of Vermont municipal laws is essential. All such experience and expertise should be noted in any proposal made. The attorney(s) named in the proposal shall remain responsible throughout the contractual agreement, unless a substitution is specifically approved by the Select Board.

The successful firm(s) will provide the Selectboard, Town staff and its affiliated Boards, Committees, and Commissions with general or specific legal guidance related, but not limited, to:

1. Legal research and/or advisory opinions
2. Representation for matters in county, state and federal courts, arbitrations and mediations
3. Review and/or drafting of resolutions, ordinances and motions
4. Review and/or drafting of contracts and agreements
5. Consultation and representation regarding personnel and union matters



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6. Changes in local, state and federal laws
7. Zoning enforcement and litigation
8. Reappraisal and other assessment defense
9. Acquisition of real property interests
10. Public official and police liability
11. Land use law
12. Periodic attendance at meetings of Town Boards
13. Periodic review of operations and policies of Town Government for legality and propriety
14. Any other matters as directed

This (these) appointment(s) is (are) subject to annual review and approval by the Richmond Selectboard, or as agreed by contract.

Submission Requirements

To facilitate comparison and evaluation, please submit proposals in the following format:

1. Cover letter
 - o Identification of principal contact person
 - o Identification of specific areas of interest if the proposal is not for the role of general counsel
 - o Brief identification of roles of different team members
 - o Approach to scope of work
 - o A statement concerning the ability of the firm/individual to perform tasks assigned by the Town in a timely fashion
2. Qualifications of team members
 - o Areas of expertise and years of relevant experience of team members
 - o Professional background
 - o Education
 - o Certifications
 - o Listing of municipal clients
3. Insurance coverage
 - o A certificate of insurance, issued by an insurance carrier licensed in the State of Vermont, for the firm/individual, showing the amount of professional liability insurance and all other insurance coverage in place as of the date of the response
4. Fees
 - o The normal hourly rate of each attorney and legal assistant, whose resumes are provided
 - o A list of anticipated reimbursable expenses and the rates charged for each, such as clerical support fees, photocopies, faxes, telephone costs, travel expenses
 - o Any reduced fees offered to municipalities or governmental entities
 - o The Town will consider hourly rates or a flat monthly fee



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- o The Town reserves the right to renegotiate terms as needed to obtain the most cost advantageous services
 - o The firms willingness to work under a retainer arrangement and the amount of such retainer and the types of work covered by that retainer
 - o The firms policy on charges regarding travel time to the Town offices in Richmond and what impact, if any, distance will affect attendance at meetings in Richmond
5. Other
- o A copy of your business registration certificate
 - o A list of four professional references with knowledge relating to your experience in the requested service with addresses and telephone contact numbers.

Selection Criteria

It is the intent of the Town of Richmond to award the contract to the most qualified firm(s) or individual(s) that best meets the needs and interests of the Town of Richmond. Successful firms will be judged by the selection criteria and the results of the Selectboard interview. The following selection criteria and the weight of their importance shall be considered in awarding a contract for the services described herein:

1. Qualifications of the individuals who will perform the tasks and the amount of their respective participation.
2. Experience in providing the professional services requested by the Town (references related thereto will impact this criteria).
3. Ability to perform the tasks in a timely manner, including staffing and familiarity with the subject matter and the Town of Richmond (references will impact this area).
4. Location (distance) of primary office in relation to the Town offices (cost and potential delays due to weather and ability to attend evening meetings will be considered).
5. Thoroughness and completeness of the applicant's submittal.
6. Interview.

Final evaluation of proposals shall be made by the Select Board. Not all firms submitting qualifications may be interviewed. The Town reserves the right to reject any and all submittals, to re-advertise or to otherwise proceed when the best interest of the Town will be realized. The Town will not be responsible for any costs by the firm in preparing, submitting or presenting its response to the RFP/Q. This RFP/Q does not commit the Town to award a contract. All responses will be treated as confidential unless otherwise required by law.

Please respond by Friday, June 17, 2016.

Geoffrey Urbanik
Town Manager
Town of Richmond
P.O. Box 285
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Any questions may be directed to Geoffrey Urbanik at 434-5170.