

**TOWN OF GLASTONBURY
PROFESSIONAL SERVICES PROCUREMENT NOTICE
REQUEST FOR QUALIFICATIONS
RPGL-2019-13
LEGAL SERVICES – ASSESSMENT APPEALS**

The Town of Glastonbury will be accepting proposals from qualified law firms and individual attorneys interested in providing legal services to support the Town's Assessment Appeals process.

Interested individuals and firms should request the proposal instructions and details from the Purchasing Agent, 2155 Main Street, Glastonbury, CT 06033 or via the Town's website at www.glastonbury-ct.gov. Responses to the Proposal must be submitted to the Purchasing Agent no later than **September 12, 2018 at 11:00 AM. LATE PROPOSALS WILL NOT BE CONSIDERED.**

The Town reserves the right to waive informalities or reject any part of, or the entire proposal, when said action is deemed to be in the best interests of the Town.

The Town of Glastonbury is an Affirmative Action/Equal Opportunity Employer. Minority/Women/Disadvantaged Business Enterprises are encouraged to submit a proposal.

Mary F. Visone
Purchasing Agent

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I. GENERAL INFORMATION

A. INTRODUCTION

The Town of Glastonbury is soliciting a Request for Qualifications (RFQ) from qualified law firms and individual attorneys interested in providing legal services to support the Town’s Assessment Appeals process. Interested parties should submit a proposal response in accordance with the requirements and instructions herein.

B. BACKGROUND INFORMATION

The Town of Glastonbury Assessor requires the legal services of a firm or individual to assist with assessment appeals to Superior Court. The selected firm or attorney works most closely with the Town Assessor and staff.

C. TERM OF SERVICE

The selected firm or individual will be expected to commence services on or about November 1, 2018 subject to contract execution. The term of the appointment is for two (2) years with the option to extend for an additional one (1) year term or beyond at the discretion of the Town of Glastonbury upon mutual agreement with the selected firm.

II. SCOPE OF SERVICES

A. SPECIFIC SERVICES

The selected firm or attorney will work primarily with the Town Assessor on appeals filed in Superior Court. The delivery of legal services will be coordinated through the Town Assessor or her/his designee. Legal services will be limited to “as required” by the Assessor therefore the Town makes no guarantee of work.

Examples of legal services include:

- Advise and counsel the Assessor or her/his designee in administering assessment appeals brought to Superior Court,
- Be available as needed to consult on the appeal process,
- Assist with the appeal process,
- Advise the Town Assessor on legal requirements as needed,
- All other matters typically associated with assessment appeals and other services as may be directed by the Assessor.

B. INSURANCE

The Respondent shall, at its own expense and cost, obtain and keep in force during the entire duration of the Project or Work the following insurance coverage covering the Respondent and all of its agents, employees, sub-contractors and other providers of

services and shall name the Town of Glastonbury, its employees and agents as an Additional Insured on a primary and non-contributory basis to the Respondent's Commercial General Liability and Automobile Liability policies. **These requirements shall be clearly stated in the remarks section on the Respondent's Certificate of Insurance.** Insurance shall be written with Carriers approved in the State of Connecticut and with a minimum Best's Rating of A-VIII. In addition, all Carriers are subject to approval by the Town. Minimum limits and requirements are stated below:

- 1) Worker's Compensation Insurance:
 - Statutory Coverage
 - Employer's Liability
 - \$500,000 each accident/\$500,000 disease-policy limit/\$500,000 disease each employee
 - A Waiver of Subrogation shall be provided in favor of the Town of Glastonbury and its employees and agents.

- 2) Commercial General Liability:
 - Including Premises & Operations, Products and Completed Operations, Personal and Advertising Injury, Contractual Liability and Independent Contractors.
 - Limits of Liability for Bodily Injury and Building Damage Each Occurrence
\$1,000,000
Aggregate \$2,000,000 (The Aggregate Limit shall apply separately to each job.)
 - A Waiver of Subrogation shall be provided in favor of the Town of Glastonbury and its employees and agents.

- 3) Automobile Insurance:
 - Including all owned, hired, borrowed and non-owned vehicles
Limit of Liability for Bodily Injury and Building Damage: Per Accident
\$1,000,000
 - A Waiver of Subrogation shall be provided in favor of the Town of Glastonbury and its employees and agents.

- 4) Errors and Omissions Liability or Professional Services Liability Policy:
 - Provide Errors and Omissions Liability or Professional Services Liability Policy for a minimum Limit of Liability \$1,000,000 each occurrence or per claim. The Town, its employees and agents shall be named Additional Insured for this specific Project. The certificate shall specify that the Town shall receive 60 days advance written notice of cancellation or non-renewal specific to this Project.

 - The Respondent agrees to maintain continuous professional liability coverage for the entire duration of this Project, and shall provide for an Extended Reporting Period in which to report claims for five (5) years following the conclusion of the Project.

The Respondent shall provide a Certificate of Insurance as "evidence" of General Liability, Auto Liability including all owned, hired, borrowed and non-owned vehicles, and statutory Worker's Compensation and Employer's Liability coverage.

The Respondent shall direct its Insurer to provide a Certificate of Insurance to the Town before any work is performed. The Certificate shall specify that the Town shall receive 30 days advance written notice of cancellation or non-renewal. The Certificate shall evidence all required coverage including the Additional Insured and Waiver of Subrogation. The Respondent shall provide the Town copies of any such Policies upon request.

INDEMNIFICATION

To the fullest extent permitted by law, the Respondent shall indemnify and hold harmless the Town of Glastonbury and its consultants, agents, and employees from and against all claims, damages, losses and expenses, direct, indirect or consequential (including but not limited to fees and charges of engineers, attorneys and other professionals and court and arbitration costs) to the extent arising out of or resulting from the performance of the Respondent’s work, provided that such claim, damage, loss or expense is caused in whole or in part by any negligent act or omission by the Respondent, or breach of its obligations herein or by any person or organization directly or indirectly employed or engaged by the Respondent to perform or furnish either of the services, or anyone for whose acts the Respondent may be liable.

III. SUBMISSION OF PROPOSAL

A. PROPOSAL INSTRUCTIONS

By submitting a proposal, you represent that you have thoroughly examined and become familiar with the scope of services outlined in this RFQ and you are capable of performing the work to achieve the Town’s objectives. Respondents should clearly describe the specific legal services for which their proposal is submitted.

All firms are required to submit a **clearly marked** original and six (6) copies of their proposal to Mary F. Visone, Purchasing Agent, 2155 Main Street, Glastonbury, CT by **September 12, 2018 at 11:00 AM**. All proposals will be opened publicly and recorded as received. Proposers may be present at the opening; however, there will be no public reading of Proposals. Proposals received later than the time and date specified will not be considered. The proposal must be submitted in a sealed envelope or package and the outside shall be clearly marked with the firm’s name and address and the following:

**SEALED REQUEST FOR QUALIFICATIONS
PROFESSIONAL SERVICES PROCUREMENT NOTICE
LEGAL SERVICES – ASSESSMENT APPEALS
RPGL-2019-13
DATE – SEPTEMBER 12, 2018
TIME - 11:00 A.M.**

All respondents are required to submit the information detailed below. **Responses shall be organized and presented in the order listed below to assist the Town in reviewing and rating proposals.** Responses should be presented in appropriate detail to thoroughly respond to

the requirements and expected services described herein and presented and clearly marked in the order within this written proposal.

- a. Table of Contents to include clear identification of the material provided by section and number.
- b. A letter of transmittal indicating the firm's interest in providing the service 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. This letter also must affirm that the firm or their representative has made themselves knowledgeable of those matters and conditions in the Town which would influence this Proposal.
- c. Name and telephone number of person(s) to be contacted for further information or clarification.
- d. A background and qualifications statement including, name of firm/individual, capabilities, and description and history of your firm and the servicing office.
- e. Include 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 being provided by the firm and most particularly the principal contact attorney and other attorneys which would be assigned to the Town of Glastonbury.
 4. Name, address, and telephone number of the principal contact of the city/town.

The Town reserves the right to contact these organizations regarding the services performed by the firm.
- f. List of personnel to be assigned to this project, including the principal contact attorney. Please list the number of years of experience in their current position, municipalities served and their roles in providing services similar to those being requested herein. Also provide their resumes, and document the chain of command for these individuals.
- g. Understanding of the Scope of Work. Include information that explains your firm's ability to perform, implement and administer these services, emphasizing experience with tax appeals. Summarize all areas of expertise and experience including the types of services supplied to past and present clients. This information should include areas of specialization and include background and experience in such matters related to general municipal law (including familiarity with state statutes and regulations as related to municipalities and tax appeals).

- h. A detailed description of how the law firm or individual attorney will supply legal services to the Town Assessor and general approach to serving as attorney, including availability and responsiveness.
- i. A listing of any grievances filed, with the outcome, against the law firm or individual attorney within the past five (5) years.
- j. A detailed fee proposal regarding the costs and expenses involved for the provision of legal services including any retainer, hourly rates of personnel providing these services, discounts, invoiced expenses, annual caps, and other costs involved. Please also detail any administrative costs that the firm/individual will bill the Town. For example: copier, computer research, postage, messenger, long distance phone calls. The term of the appointment is two (2) years with the option to extend for an additional one (1) year term or beyond at the discretion of the Town of Glastonbury upon mutual agreement with the selected firm. Any effect the term of agreement may have on legal fees, cost containment or any other elements of legal services should be noted. Respondent may also include any alternative cost solutions or protocols they want the Town to consider to effectively manage Town costs.
- k. Describe what method of communication your firm utilizes to provide updates of pertinent information, such as new public acts, rulings and trends. For example: newsletters, electronic mailings, other.
- l. A concluding statement as to why the respondent is best qualified to meet the needs of the Town, including any other information relative to this proposal.
- m. Respondent is required to review the Town of Glastonbury Code of Ethics adopted July 8, 2003 and effective August 1, 2003 and revised October 29, 2013 and effective November 8, 2013. Respondent shall acknowledge that they have reviewed the document in the area provided on the attached Ethics Acknowledgement form included on **ATTACHMENT A**. The selected respondent will also be required to complete and sign a Consultant Acknowledgement Form prior to award. The Code of Ethics and the Consultant Acknowledgment Form can be accessed on the Town of Glastonbury website at <http://www.glastonbury-ct.gov>. Upon entering the website, click on Bids and Proposals icon which will bring you to the links for the Code of Ethics and the Acknowledgement Form. If the respondent does not have access to the internet, a copy of these documents can be obtained through the Purchasing Department at the address listed within this proposal.
- n. Signed Non-Collusion Statement (ATTACHMENT B)
- o. The Town of Glastonbury is dedicated to waste reduction and the practice of using and promoting the use of recycled and environmentally preferable products. Respondents are encouraged to submit RFQ responses that are printed double-sided (except for the signed proposal page) on recycled paper, and to use paper dividers to organize the RFQ for review. All proposal pages should be secured with a binder clip, staple, or elastic band, and shall not be submitted in plastic binders or covers, nor shall the proposal contain any plastic inserts or pages. We appreciate your efforts towards a greener environment.

- p. Any technical questions regarding this RFQ shall be made in writing and directed to Nicole Lintereur via email: nicole.lintereur@glastonbury-ct.gov. For administrative questions concerning this proposal, please contact Mary F. Visone, Purchasing Agent, via email: purchasing@glastonbury-ct.gov. All questions, answers, and/or addenda, as applicable will be posted on the Town’s website. Responses to requests for more specific contract information than is contained in the RFQ shall be limited to information that is available to all respondents and that is necessary to complete this process. The request must be received at least five (5) business days prior to the advertised response deadline. **It is the respondent’s responsibility to check the website for any addenda prior to submission of any proposal.** No other Glastonbury Town employee, elected official, Property Assessment employee or evaluation committee member should be contacted concerning this RFQ during the proposal process.
- q. Failure to include any of the above-referenced items in the submitted proposal may be grounds for disqualifying said proposal.

III. EVALUATION AND SELECTION PROCESS

A. EVALUATION CRITERIA

The following factors will be considered by the Town when evaluating proposals.

- Accuracy, overall quality, thoroughness and responsiveness to the Town’s requirements as summarized herein.
- Firm’s overall familiarity with municipal law and assessment appeals, including demonstrated successful performance on other municipal accounts; with particular emphasis on the qualifications and municipal experience of the attorney to serve as the principal contact and other attorney’s expected to be most involved in Town tax appeal matters.
- Firm’s approach to assignment including firm’s demonstrated understanding of the Scope of Services and of the customer’s needs and objectives.
- Fee Structure.
- Demonstrated flexibility, efficiency and timeliness in providing day to day service to municipal clients.

B. SELECTION PROCESS

- This request for qualifications does not commit the Town of Glastonbury to award a contract or to pay any costs incurred in the preparation of a proposal to this request. All proposals submitted in response to this request for qualifications become the property of the Town of Glastonbury. The Town of Glastonbury reserves the right to accept or reject any or all proposals received as a result of this request, to negotiate with the selected respondents, the right to extend the contract for an additional period, or to cancel in part or in its entirety the request for qualifications, and to waive any informality if it is in the best interests of the Town to do so.

- A Selection Committee, appointed by the Town Manager, will evaluate all submittals received for completeness and the respondent’s ability to meet all requirements as outlined in this RFQ. The Committee will then short list the specific firms whose proposals best meet all of the criteria required and may conduct interviews with these firms. Upon completion of interviews, the Selection Committee will forward to the Town Manager, a list of firms recommended for further consideration. Respondents are encouraged to address each of the factors and provide additional information concerning background, experience, and qualifications for the legal services specified as deemed appropriate.
- Based on the results of the selection process, the Town Manager will review the Scope of Services, proposed fee structure, and other factors with the top rated firm(s) and negotiate a specific agreement and final fee based on these discussions.
- Additional technical information may be requested from any respondent for clarification purposes, but in no way changes the original qualification statement submitted.

C. TIMELINE

The following schedule is anticipated. The Town intends to adhere to this schedule as closely as possible but reserves the right to modify the schedule in the best interest of the Town as required.

Publicize RFQ	August 29, 2018
RFQ Due Date	September 12, 2018 at 11:00 AM
Shortlist of Proposals Received	September 14, 2018
Interviews with Top Respondents	Week of September 17th
Contract Effective Date	November 1, 2018

ATTACHMENT A



TOWN OF GLASTONBURY

PROPOSAL RPGL # 2019-13
DATE ADVERTISED 08-29-18 **DATE/ TIME DUE** 09-12-18 at 11:00 AM

DESCRIPTION Legal Services – Assessment Appeals

Insert this completed form in respondent’s proposal

CODE OF ETHICS:

I / We have reviewed a copy of the Town of Glastonbury’s Code of Ethics and agree to submit a Consultant Acknowledgement Form if I /We are selected. Yes _____ No _____ *

*Agent is advised that effective August 1, 2003, the Town of Glastonbury cannot consider any bid or proposal where the Agent has not agreed to the above statement.

The Respondent acknowledges receipt of the following Addenda:

Addendum #1 _____ (Initial/Date) Addendum #2 _____ (Initial/Date) Addendum #3 _____ (Initial/Date)

_____	_____
Type or Print Name of Individual	Doing Business as (Trade Name)
_____	_____
Signature of Individual	Street Address
_____	_____
Title	City, State, Zip Code
_____	_____
Date	Telephone Number / Fax Number
_____	_____
E-mail Address	SS # or TIN#

ATTACHMENT B

**TOWN OF GLASTONBURY
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NON-COLLUSION STATEMENT

The company submitting this proposal certifies that it is being submitted without any collusion, communication or agreement as to any matter relating to it with any other respondent or competitor. We understand that this proposal must be signed by an authorized agent of our company to constitute a valid proposal.

Date: _____

Name of Company: _____

Name and Title of Agent: _____

By (SIGNATURE): _____

Address: _____

Telephone Number: _____