

7/13/2012

**TOWN OF GLASTONBURY  
PROFESSIONAL SERVICES PROCUREMENT NOTICE  
REQUEST FOR QUALIFICATIONS  
LEGAL SERVICES – ETHICS COMMISSION  
RPGL # 2013-10**

The Town of Glastonbury will be accepting proposals from qualified law firms and individual attorneys interested in providing legal services to the Town's Ethics Commission. 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](http://www.glastonbury-ct.gov).

Responses to the Proposal must be submitted to the Purchasing Agent no later than **August 10, 2012 at 11:00 AM. LATE PROPOSALS WILL NOT BE CONSIDERED.**

Mary F. Visone  
Purchasing Agent

Legal Ad:

7/13/2012

**TOWN OF GLASTONBURY  
PROFESSIONAL SERVICES PROCUREMENT NOTICE  
REQUEST FOR QUALIFICATIONS  
LEGAL SERVICES – ETHICS COMMISSION  
RPGL # 2013-10**

**Town of Glastonbury, CT  
Request for Qualifications  
Legal Services – Ethics Commission  
RPGL # 2013-10**

<b>TABLE OF CONTENTS</b>	<b>PAGE NO.</b>
<b>I. GENERAL INFORMATION .....</b>	<b>4</b>
<b>A. Introduction .....</b>	<b>4</b>
<b>B. Background Information .....</b>	<b>4</b>
<b>C. Term of Service .....</b>	<b>4</b>
<b>II. SCOPE OF SERVICES.....</b>	<b>5</b>
<b>A. Specific Services .....</b>	<b>5</b>
<b>B. Insurance.....</b>	<b>5</b>
<b>III. SUBMISSION OF PROPOSAL .....</b>	<b>6</b>
<b>A. Proposal Instructions .....</b>	<b>6</b>
<b>B. Town Contacts .....</b>	<b>9</b>
<b>IV. EVALUATION AND SELECTION PROCESS .....</b>	<b>9</b>
<b>A. Evaluation Criteria .....</b>	<b>9</b>
<b>B. Selection Process.....</b>	<b>10</b>
<b>C. Timeline.....</b>	<b>10</b>

**Attachments**

<b>A. Proposal Response Form .....</b>	<b>11</b>
<b>B. Non-Collusion Statement .....</b>	<b>12</b>

**Town of Glastonbury, CT**  
**Request for Qualifications**  
**Legal Services – Town Attorney**  
**RPGL # 2013-10**

**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 the Town's Ethics Commission. Interested parties should submit a proposal response in accordance with the requirements and instructions herein.

**B. BACKGROUND INFORMATION**

The Town of Glastonbury Ethics Commission, requires the legal services of a firm or individual which is not currently engaged in representing the Town of Glastonbury, due to the potential for conflicts of interest. Attorneys or firms currently engaged in legal services to the Town of Glastonbury will not be considered and should not submit a response to this RFQ. 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. The selected firm or attorney works most closely with the Town Ethics Chairperson and members of Town's Ethics Commission on a variety of matters listed within this RFQ.

**C. TERM OF SERVICE**

The selected firm or individual will be expected to commence services on or about **October 1, 2012** subject to contract execution. The Town of Glastonbury reserves the right to cancel this proposal process at any time should any of the following conditions exist:

- Funds are not appropriated to allow continuance of this contract
- The Town, through changes in its requirements or method of operation, no longer has a need for this service
- The Town is not satisfied with the level of services provided under the contract or the contractor fails to comply with any terms and conditions outlined in the contract.

## II. SCOPE OF SERVICES

### A. SPECIFIC SERVICES

The selected firm or attorney works most closely with the Town's Ethics Commission Chairperson and members of Town's Ethics Commission on a variety of matters listed within this RFQ. The delivery of legal services is coordinated through the Town's Ethics Chairperson and may only be requested by the Town's Ethics Commission Chairperson or his/her designee. Legal services will be limited to "as required" by the ethics commission the Town makes no guarantee of work.

Examples of legal services include:

- Advise and counsel the Town's Ethics Commission in administering the Town's Code of Ethics.
- Be available as needed to consult on complaints and/or inquiries that may arise which fall under the purview of the Town's Code of Ethics.
- Assist with review of any proposed amendments to the Town's Code of Ethics.
- Advise the Town's Ethics Commission on public meeting requirements under the Connecticut Freedom of Information Act.
- All other matters typically associated with Ethics Commissions or other services as may be directed by the Town Ethics Commission Chairperson.

## 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 and 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 respondents Commercial General Liability and Automobile Liability policies. **These requirements shall be clearly stated in the remarks section on the respondents Certificate of Insurance.** Insurance shall be written with Carriers approved in the State of Connecticut and with a minimum Best's Rating of A-. In addition, all Carriers are subject to approval by the Town of Glastonbury.

1) Worker's Compensation Insurance:

- Statutory Coverage
- Employer's Liability
- \$100,000 each accident/\$500,000 disease-policy limit/\$100,000 disease each employee

2) Commercial General Liability:

- Including Premises & Operations, Products and Completed Operations, Personal Injury, Contractual Liability and Independent Contractors.

- Limits of Liability for Bodily Injury and Property 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

3) Automobile Insurance:

- Including all owned, hired, borrowed and non-owned vehicles
- Limit of Liability for Bodily Injury and Property Damage:  
Per Accident \$1,000,000

4) - Professional Liability

- Minimum limits of \$1,000,000 per occurrence. If the policy is on a claims made basis, the policy shall be continually renewed for two (2) years from the date of this contract. If the policy is replaced and/or retroactive date is changed, then the expiring policy shall be endorsed to extend the reporting period for claims, for the policy in effect during this agreement for two (2) years from the date of this contract.

The respondent shall direct its Insurer to provide a Certificate of Insurance to the Town of Glastonbury before any work is performed. The awarded respondent will be responsible to provide written notice to the Owner 30 days prior to cancellation of any insurance policy. The Certificate shall evidence all required coverage including the Additional Insured and Waiver of Subrogation.

To the fullest extent permitted by law, the Respondent shall indemnify and hold harmless the Town 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) 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, 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, regardless of whether or not it is caused in part by a party indemnified hereunder.

The above insurance requirements are the Town's general requirements. Insurance requirements with the awarded respondent are subject to final negotiations.

### **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 **August 10, 2012 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:

**SEALED REQUEST FOR QUALIFICATIONS  
PROFESSIONAL SERVICES PROCUREMENT NOTICE  
LEGAL SERVICES – ETHICS COMMISSION  
RPGL-2013-10  
DATE – August 10, 2012  
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. 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 other ethics commissions. 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 as: general municipal law (including familiarity with state statutes and regulations as related to municipalities and ethics), public meeting requirements under the Connecticut Freedom of Information Act and code of ethics requirements.
  - h. A detailed description of how the law firm or individual attorney will supply legal services to the Town's Ethics Commission and general approach to serving as attorney for the Ethics Commission, 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 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 they want the Town to consider.
  - k. The selected attorney is required to provide training sessions and training materials as required by the Town's Ethics Commission. The proposal should detail the manner in which the law firm or individual attorney proposes to provide these legal services including the suggested topics and frequency of training. The cost, if any, for these services should be detailed. The Town will work with the selected firm to identify and agree upon specific topics for training.
  - l. 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.
  - m. 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.



- n. **Proposal Response Page (ATTACHMENT A).** Respondent is required to review the Town of Glastonbury Code of Ethics adopted July 8, 2003 and effective August 1, 2003. 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 Acknowledgement Form can be accessed at the Town of Glastonbury website at [www.glastonbury-ct.gov](http://www.glastonbury-ct.gov). Upon entering the website click on General Information, then Bids and Quotes which will bring you to the links for the Code of Ethics and the Consultant 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.
- o. **Signed Non-Collusion Statement (ATTACHMENT B)**

## **B. TOWN CONTACTS**

1. All technical inquires relative to this RFQ must be directed in writing to Mr. Richard J. Johnson, Town Manager at 2155 Main Street, Glastonbury, CT 06033 or [richard.johnson@glastonbury-ct.gov](mailto:richard.johnson@glastonbury-ct.gov). For administrative or procurement questions concerning this proposal, please contact Mary F. Visone, Purchasing Agent at (860) 652-7588 or [purchasing@glastonbury-ct.gov](mailto:purchasing@glastonbury-ct.gov).
1. 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.**
2. No other Glastonbury Town employee, elected official, ethics commission member or evaluation committee member should be contacted concerning this RFQ during the proposal process. Failure to comply with this requirement may result in disqualification.

## **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 ethics commissions, 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 ethics 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**

Following the review and evaluation of proposals, the Town reserves the right to request certain additional information. The Town Manager shall appoint a 5 member selection panel to review the proposals based upon the criteria herein. A short list of the top respondents will be evaluated by the committee and a selection will be made based upon the firm that best meets the needs of the Town.

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.

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.

**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 RFP	<b>July 16, 2012</b>
RFP Due Date	<b>August 10, 2012 at 11:00 AM</b>
Contract Effective Date	<b>On or about October 1, 2012</b>

**ATTACHMENT A**



**TOWN OF GLASTONBURY**

<b>PROPOSAL</b>		<b>RPGL #</b>	<u>2013-10</u>
<b>DATE ADVERTISED</b>	<u>July 16, 2012</u>	<b>DATE/ TIME DUE</b>	<u>August 10, 2012 at 11:00 AM</u>

**DESCRIPTION** Legal Services – Ethics Commission

**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.

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

**ATTACHMENT B**

**TOWN OF GLASTONBURY  
PROFESSIONAL SERVICES PROCUREMENT NOTICE  
REQUEST FOR QUALIFICATIONS  
LEGAL SERVICES – ETHICS COMMISSION  
RPGL # 2013-10**

**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: \_\_\_\_\_