

2/27/2013

**TOWN OF GLASTONBURY
PROFESSIONAL SERVICES PROCUREMENT NOTICE
REQUEST FOR QUALIFICATIONS
LEGAL SERVICES – REVENUE COLLECTOR
RPGL # 2013-17**

The Town of Glastonbury will be accepting proposals from qualified law firms and individual attorneys interested in providing legal services to the Town's Revenue Collector. 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 **March 14, 2013 at 11:00 AM. LATE PROPOSALS WILL NOT BE CONSIDERED.**

Mary F. Visone
Purchasing Agent

Legal Ad:

2/27/2013

**TOWN OF GLASTONBURY
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**Town of Glastonbury, CT
Request for Qualifications
Legal Services – Revenue Collector
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**Town of Glastonbury, CT
Request for Qualifications
Legal Services – Revenue Collector
RPGL # 2013-17**

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 Revenue Collector. Interested parties should submit a proposal response in accordance with the requirements and instructions herein.

B. BACKGROUND INFORMATION

The Town of Glastonbury, Revenue Collector, requires the legal services of a firm or individual to handle real estate foreclosures. 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 Revenue Collector and Revenue Collector staff.

C. TERM OF SERVICE

The selected firm or individual will be expected to commence services on or about **May 6, 2013** 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 will work primarily with the Town's Revenue Collector and Revenue Collector staff on foreclosures. The delivery of legal services will be coordinated through the Town's Revenue Collector or his/her designee. Legal services will be limited to "as required" by the Revenue Collector therefore the Town makes no guarantee of work.

Examples of legal services include:

- Advise and counsel the Revenue Collector or his/her designee in administering foreclosures on delinquent real estate properties.
- Be available as needed to consult on the foreclosure process
- Assist with foreclosure process
- Advise the Town's Revenue Collector on legal requirements as needed
- All other matters typically associated with foreclosures and other services as may be directed by the Revenue Collector

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 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 **March 14, 2013 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 – REVENUE COLLECTOR
RPGL-2013-17
DATE – March 14, 2013
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 foreclosures. 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 foreclosures).
 - h. A detailed description of how the law firm or individual attorney will supply legal services to the Town's Revenue Collector 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 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. 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. 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 at the Town of Glastonbury website at 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.

- n. Signed Non-Collusion Statement (ATTACHMENT B)

B. TOWN CONTACTS

1. All inquiries relative to this RFQ must be directed in writing to Mary F. Visone, Purchasing Agent at or purchasing@glastonbury-ct.gov.
2. 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.**
3. No other Glastonbury Town employee, elected official, Revenue Collection employee 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 foreclosures, 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 foreclosure 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 or individual 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	February 28, 2013
RFP Due Date	March 14, 2013 at 11:00 AM
Contract Effective Date	On or about May 6, 2013

ATTACHMENT A



TOWN OF GLASTONBURY

PROPOSAL		RPGL #	2013-17
DATE ADVERTISED	February 28, 2013	DATE/ TIME DUE	March 14, 2013 at 11:00 AM

DESCRIPTION **Legal Services – Revenue Collector**

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.**

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

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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: _____