



**TOWN OF BOONSBORO, MARYLAND
REQUEST FOR PROPOSAL
PROFESSIONAL GENERAL LEGAL SERVICES**

I. PROJECT OVERVIEW

The Mayor and Council of Boonsboro, Maryland, is seeking proposals from firms with qualifications and experience to provide professional general legal services to the Town of Boonsboro commencing _____ . This service entails providing legal review and advice to the Mayor and Council and designated staff on documents, agreements, and responsibilities relating to its activities. In addition to experience in the areas of contracts and the legal requirements of government agencies, individuals or firms should have expertise in laws relating to the following areas: land use; property management and maintenance; police and criminal policies and procedures, insurance; and personnel policy and procedures.

II. BACKGROUND

The Town of Boonsboro has a population of 3,553 and provides municipal services, including administration, public works, police and public safety, water and sewer, planning, and community development.

Accounts are organized using funds such as the General Fund, Water Fund, and Sewer Fund. Within the General Fund, expenditures are set up by programs/departments. The approved budgets for General, Water, and Sewer Funds total \$4.2 million.

The Town operates under a Mayor and Council form of government. The Town Council is composed of six elected Councilmembers and an elected Mayor. The Mayor, with approval from the Council, appoints the Town Manager. The Town Manager is responsible for all Town management functions. The Town currently employs 19 full-time employees.

III. SCOPE OF WORK/SERVICES

The selected attorney(s) will be expected to perform all services described in the scope of work. The attorney(s) will receive general direction from the Town Manager. Tasks will include the following:

- A. Provide all legal advice to the Town through the Mayor and Council, Town Manager, and other designated personnel as appropriate.

- B. Monitor and advise the Mayor and Council, Town Manager, and other designated personnel as appropriate, of legislation and case law affecting the Town.
- C. Provide legal review and advice on documents, agreements, and responsibilities related to Town activities and functions.
- D. Represent the Town in the administration of all claims and litigation filed by or against it. The Town may retain special counsel or outside counsel in the event of a conflict of interest which disqualifies the attorney(s) from such representation.
- E. Render advice and assistance in the administration of the Town's general liability risk management and insurance programs.
- F. Attend, as needed, Mayor and Council and other Town board and commission meetings.
- G. Attend, at staff level or committee level, meetings deemed necessary or as requested by the Town Manager.

IV. PROPOSAL CONTENT AND ORGANIZATION

Proposals should be limited to specific discussion of the elements outlined in this RFP. The intent of this RFP is to encourage responses which meet the stated requirements, and which propose the best methods to accomplish the work.

The organization of the proposal should follow the general outline below. Each proposal should consist of a technical proposal (items A-G below) and a cost proposal (item H).

A. Transmittal Letter

The transmittal letter should include the name, title, address, phone number, and original signature of an individual with authority to negotiate on behalf of and to contractually bind the attorney(s) firm, and who may be contacted during the period of proposal evaluation. Only one transmittal letter needs to be prepared to accompany all copies of the technical and cost proposals.

B. Table of Contents

A listing of the major sections in the proposal and the associated page numbers.

C. Introduction

In this section, the proposer should demonstrate an adequate understanding of the role and relationships of the Town, describe related municipal experiences, and detail how the proposal meets the scope and requirements of the Requested Proposal.

D. Technical Approach

This should include:

1. A brief description of the attorney(s) firm, including the year the firm was established, type of organization of firm (partnership, corporation, etc.), and any variation in size over the last five years, along with a statement of the firm's qualifications for performing the subject consulting services.
2. A brief description of the firm's experience with similar organizations, particularly municipal governments.
3. An organizational chart depicting the individual or team proposed by the firm, a summary of their qualifications, including their Maryland State Bar Numbers, and experience of each member proposed to provide services.

E. Project Management

The proposer must prepare an explanation of the project management system and practices to be used to assure that the required legal services are completed in a timely manner and that the quality of the required products will meet the Town's requirements.

F. Consultant and Subcontractor Staff

The proposal must describe the qualifications and experience of each professional who will participate in the project, including a resume for each member of the project team. A project manager must be designated, and an organizational chart showing the manager and all project staff must be included.

G. Consultant Qualifications and References

The proposal must include a list of references for similar clients. References should include client contact names, addresses, and phone numbers, descriptions of the type of work performed, approximate dates on which the work was completed and professional staff who performed the work. If a subcontractor is proposed, two to three similar qualifications and references should be provided for the subcontractor.

H. Cost Proposal

The cost proposal shall describe the hourly rate for attorney(s) and employees to be assigned to this contract and a summary of any other related costs that are to be billed directly. The Town employs a soft cost cap for assignments exceeding \$1,000 (excluding litigation) in total billable hours. Once the soft cap threshold is reached, Firms may continue to work on an assignment, with approval by the Town Manager, at reduced hourly rates. Firms shall submit a secondary hourly rate schedule, of reduced rates for all personnel to be assigned to this contract, for billable hours exceeding the soft cap threshold, \$1,000 per assignment.

I. Number of Copies

The proposer must provide nine (9) bound copies and one electronic copy (PDF).

V. TERM

The initial period of the contract will be for one year, beginning _____, with the option to extend an additional four years, for a total five-year term, at the discretion of the Mayor and Council.

VI. PAYMENT SCHEDULE

Fees shall be charged on an hourly basis for all legal services rendered. The attorney(s) will be paid based on work performed during the preceding month. The attorney(s) should forward a copy of all invoices for work performed and associated expenses by the 15th day of the month.

VII. PROPOSAL EVALUATION AND SELECTION

The Mayor and Council, and Town Manager, will evaluate the proposals. Applicants may be contacted and asked for further information, if necessary, and may be asked to appear for an interview. Upon receipt of the proposals, a technical evaluation will be performed. Each of the major sections of the proposal will be reviewed and evaluated with criteria designed to help judge the quality of the proposal. Evaluation criteria will include the following considerations:

- Specialized experience and technical competence.
- Familiarity with type of issues and problems associated with municipal government.
- Understanding of and approach to scope of work/services.
- Qualification of personnel to be assigned to this contract.
- Hourly fee schedules of staff.

VIII. INQUIRIES AND RECEIPT OF PROPOSALS

Proposals must be received by the Town of Boonsboro, either by mail or hand delivery, no later than _____ local time on _____ in a Sealed Envelope marked “**Legal Services**” at the following address:

Town of Boonsboro
21 North Main Street
Boonsboro, Maryland 21713

Any proposals received after the above time will not be accepted under any circumstances. Any uncertainty regarding the time a Bid is received will be resolved against the Bidder.

Any inquiries regarding this Request for Proposal should be made to Town Manager, Paul Mantello at 301-432-7600 or by email at townmanager@townofboonsboro.com.

Award, Waiver and Rejection of Bids: Proposals will be presented to the Mayor and Council of Boonsboro for final review and approval. The Town reserves the right to:

- a. Reject any or all Bids.
- b. Waive any informality or irregularity in any Bid received.
- c. Accept the Bid deemed by the Town of Boonsboro to be the most advantageous to its interests.