



TOWN OF
Poolesville
MARYLAND

Request For Legal Services Proposal

Proposals are being accepted until the position is filled.

Commissioners of Poolesville, Maryland (“Town”) are soliciting the services of qualified attorneys and law firms to provide legal services to our local municipality (“Legal Counsel”). The services are to be performed in accordance with the provisions contained in this request for proposal.

LOCAL GOVERNMENT

The Town of Poolesville located in Western Montgomery County with a population of approximately 6,500 residents is a commission form of government consisting of five unpaid elected Commissioners.

While the government, with its elected officials, is responsible for the overall operation of the Town, an appointed Town Manager and Assistant Town Manager oversee the day-to-day management of the Town. In addition to the elected officials and staff, the Commissioners appoint several Town Boards and Commissions. Poolesville has Planning & Zoning authority and operates its own water and wastewater facilities.

SCOPE OF SERVICES

The Town desires Legal Counsel to provide general legal advice and review to the Commissioners, Planning Commission, Board of Zoning Appeals and the Town Staff of Poolesville. Legal Counsel’s opinion shall conform to the standards and ethical obligations set forth by the Maryland Attorneys’ Rules of Professional Conduct and any other governing legal authority relevant to municipal legal practice. Legal Counsel shall be a member in good standing of the bar of the State of Maryland and shall be admitted to practice before all State courts.

The duties of Legal Counsel are as follows:

- Attend regular and special meetings of the Town’s Commissions and Boards virtually or as needed
- Advise the Town on required municipal code and zoning regulation amendments
- Advise the Town on Open Meetings Act and Public Information Act matters and prepare Responses on the Town’s behalf in regard to any inquiries or complaints
- Review, draft, and assist in the preparation of documents including contracts, deeds, resolutions, and legislation
- Conduct legal research and render legal opinions and assistance to the Town

- Represent the Town in litigation
- Provide legal support for local election
- Assist the Town in any other manner necessary to carry out the Town's legal responsibilities

QUALIFICATIONS

- Graduation from an accredited school of recognized standing with a juris doctorate
- Minimum of ten (10) years of progressively responsible experience in the practice of law. Knowledge of municipal law including planning and zoning.
- Licensed to practice law before the Supreme Court in the State of Maryland and must have the ability to maintain membership as a condition of continued employment.

TERMS

The Town will execute an agreement letter approving the proposal. No contract will be established allowing either party to terminate services at their pleasure.

BILLING

A monthly billing statement shall be submitted to the Town Clerk. The statement shall be itemized to detail specific projects/actions with the associated billable time.

INSURANCE

Legal Counsel shall:

- Maintain professional liability/malpractice insurance coverage and general commercial liability insurance coverage with limits of coverage of not less than \$1,000,000 in the aggregate and \$500,000 per claim
- Maintain workers' compensation coverage in accordance with applicable statutory requirements
- To the extent permissible under such coverages, name the Town as additional insureds.
- Legal Counsel shall provide certificates of such insurance to the Town.

NON-DISCRIMINATION

The Town is an Equal Opportunity Employer. Discrimination based on race, religion, sex, age, ethnicity, ancestry or national origin, physical or mental disability, color, marital status, sexual orientation, gender identity, genetic information, political affiliation or any other factors not related to the ability to perform the work is expressly prohibited. In submitting this bid, the Bidder certifies that it does not discriminate on the basis of race, religion, sex, age, ethnicity, ancestry or national origin, physical or mental

disability, color, marital status, sexual orientation, gender identity, genetic information, political affiliation or any other factors not related to the ability to perform the work.

SUBMITTAL INFORMATION

Proposal shall:

- Include a dated transmittal letter to include the name, address, email, and phone number of the contact person for the firm. The Town will not be responsible for expenses incurred in preparing and submitting the proposal
- Demonstrate the professional qualifications and experience of the firm and the specific staff to be assigned to this engagement and its technical understanding of the work to be performed
- Include three references, including the name and telephone number of a contact person
- Include hourly rate schedule

INTERVIEW

The Town reserves the right to interview any or all of the respondents submitting a proposal. Although interviews may take place, Proposals should be comprehensive and complete. The Town reserves the right to request clarifying information subsequent to receipt of the Proposal.

PROPOSAL FORMAT

The Proposal shall be submitted:

- in a sealed envelope. Physical envelopes must be sealed and delivered, either by hand to 19721 Beall Street or via 1st Class Mail at P.O Box 158 Poolesville Maryland, 20837 and clearly marked "LEGAL COUNCIL-BID SUBMISSION, or
- An electronic submittal is permitted to townhall@poolesvillemd.gov with the subject headline of LEGAL COUNSEL - BID SUBMISSION.
- All materials submitted in response to this Request for Proposals will become the property of the Town.
- **Proposals are being accepted until the position is filled.**

INQUIRIES OR CONCERNS

Direct questions related to this Request for Proposal should be directed to the Town Manager, Wade Yost at wyst@poolesvillemd.gov