



TOWN OF MANSFIELD, CONNECTICUT  
REQUEST FOR QUALIFICATIONS (RFQ)  
**TOWN ATTORNEY LEGAL SERVICES**

**SUBMISSION DEADLINE:** Thursday, January 16, 2014 by 6:30 p.m.

**SUBMISSION CONTACT INFORMATION:**

Mr. Matthew W. Hart  
Town Manager  
Town of Mansfield  
4 South Eagleville Road  
Mansfield, Connecticut 06268-2599  
(860) 429-3336 x5  
[HR@mansfieldct.org](mailto:HR@mansfieldct.org)

***Proposals will be accepted in electronic format only, preferably in a PDF version***

**Purpose**

The Town of Mansfield is seeking submittals to provide town attorney legal services for the Town.

**Description of Engagement**

Legal Counsel will serve in an advisory capacity to the Town Council, Town Manager, and other town staff on a variety of issues related to topics such as but not limited to: land use; zoning; ordinance development; code enforcement; public works easements; and the Freedom of Information Act. The duties and appointment terms of the Town Attorney are outlined in the Town's Charter, available on the Town's website at [www.mansfieldct.gov](http://www.mansfieldct.gov).

**About Mansfield**

The Town of Mansfield, Connecticut has a population of 25,648 (roughly 14,000 year-round) and is located in the northeastern corner of the state, approximately 25 miles east of Hartford. The Town operates under the council-manager form of government. A nine-member elected town council functions as the legislative and policymaking body and an appointed town manager serves as the Chief Executive Officer responsible for overseeing the day-to-day operations of the Town.

Home to the University of Connecticut, Mansfield offers the unique blend of rural and suburban living in a university setting. Storrs Center, construction of a new mixed-use urban center, is underway. Mansfield has a variety of cultural and educational offerings, as well as an abundance of natural resources ideal for activities such as hiking, cycling, and kayaking.

Mansfield is a full-service municipality providing the following services: animal control; building and housing inspection; fire and emergency services; human services; library; parks and recreation; planning and development; police; public works; and a number of administrative functions such as finance, human

resources, information technology, and facilities management. The Town of Mansfield has approximately 150 full-time equivalents but employs approximately 375 people.

The Town has nine strategic priorities as identified in its strategic plan, *Mansfield 2020*: K-12 education and early childhood development; historic and rural character, open space and working farms; housing; public safety; recreation, health and wellness; regionalism; senior services; sustainability and planning. The *Mansfield Tomorrow* planning initiative is currently underway; once completed it will replace *Mansfield 2020* as the Town's over-arching policy document.

### **Scope of Services**

The Town Council and Town Manager invite submittals from appropriately qualified firms to provide Town Attorney legal counsel services to the Town of Mansfield.

Duties of the selected firm are likely to include:

- Represent the Town in actions, suits or proceedings brought by or against it or any of its departments, officers, agencies, boards or commissions;
- Serve as the legal advisor of the Town Council, the Town Manager and all Town officers, boards and commissions in all matters affecting the Town; provide written opinions on any question of law involving their respective powers and duties;
- Prepare ordinances and resolutions for consideration by the Council;
- Prepare or approve forms of contracts or other instruments to which the Town is a party or in which it has an interest;
- Have power, with approval of the Council, to appeal from orders, decisions, and judgments and, subject to approval of the Council, to compromise or settle any claims against the Town.
- Drafting, reviewing and editing documents such as proposals, agreements, reports, plans, and correspondence

In special circumstances the Council may appoint counsel other than the Town Attorney. For example, the Town currently utilizes a firm for employment law and related matters and a different firm on water and wastewater matters.

### **Summary**

The firm should submit by email: a letter of interest containing general information on the firm; the firm's brochure; resumes for key personnel and information regarding the consultant's experience conducting similar business; references; and rates for work performed. Submissions should be directed to Mr. Matthew W. Hart, Town Manager, not later than **Thursday, January 16, 2014 at 6:30 p.m.** Submissions should be in electronic format only, preferably in a PDF version.

The Town intends to "short-list" firms responding to this RFQ and to interview one or more firms to accurately assess their qualifications. The Town will negotiate a scope of services and a fee proposal with the selected firm. The Town will evaluate and select the firm based on qualifications, experience and performance with similar engagements, references, ability to provide timely services, awareness of project issues, opportunities and constraints, and estimated fees and expenses. The selected firm must be able to meet all municipal, state and federal affirmative action and equal employment opportunity practices and guidelines.

The Town does not expressly state or imply any obligation to reimburse responding firms for any expenses incurred in preparing submissions in response to this request. The Town reserves the right to reject any or all submissions, to select a firm in a manner that is advantageous to the town and to waive all formalities in the bidding.