



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

Legal Services Relating to Renewable Energy Systems

SUBMISSION DEADLINE: Friday, July 1, 2016 by 11:00 a.m.

SUBMISSION CONTACT AND ADDRESS:

Matt Hart, Town Manager
Town of Mansfield
4 South Eagleville Road
Mansfield, Connecticut 06268-2599
HR@mansfieldct.org
860-429-3336 x5

Proposals will be accepted in electronic format only.

PURPOSE

The Town of Mansfield is seeking submittals to provide legal services related to the installation of renewable energy systems at various Town facilities and locations, and to provide advice related to this practice area.

BACKGROUND

The Town of Mansfield, Connecticut has a population of 25,977 (approximately 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 has approximately 135 regular employees, an additional 240-265 part-time non-regular employees, for a total of 375-400 employees.

The *Mansfield Tomorrow* planning initiative is now complete and serves as the Town's over-arching policy document, both as its strategic plan and as its plan of conservation and development. The Plan can be reviewed at:

http://www.mansfieldct.gov/filestorage/1904/1932/2043/mansfield_tomorrow_pocd.pdf

The Town owns both Town and school buildings. Town operations are currently located on twelve different campuses, some of which include multiple buildings. Additionally, the Town owns numerous park facilities and open space parcels, many of which include outbuildings and recreational facilities. The Town owns one parking garage located in Storrs Center. The Town also owns the four school buildings, three elementary and one middle school. The Town owns and leases three properties to private and non-profit entities.

The Town of Mansfield and the Mansfield Board of Education share Facilities Management services. Most Facilities Management Department employees are Board of Education employees, with the Town and Board of Education sharing in management of the Department. The Facilities Management Department provides custodial services, maintenance and repair services, and project management for Town and school buildings. Over the years, the Facilities Management Department has undertaken a number of energy conservation projects for the Town and school buildings. Through the Town's Public Works Department and its staff, the Town engages in a number of sustainability initiatives.

Most recently, on March 17, 2016 the Mansfield Facilities Management Department closed a Request for Proposal (RFP) for bids for the installation of photovoltaic power systems at various municipal buildings and facilities. The Town is willing to consider various ownership and financing options, including a power purchase and service agreement under which the system will be designed, constructed, owned and operated by the successful bidder.

PROJECT DESCRIPTION

Special legal counsel will serve in an advisory capacity to the Town to assist in the negotiation of a power purchase/service agreement or alternate financing and ownership structure, with the successful bidder. Special legal counsel may also be employed by the Town to assist with future renewable energy initiatives, and to provide advice related to this practice area.

SCOPE OF SERVICES

The Town Manager invites submittals from appropriately qualified firms to provide legal counsel to the Town regarding various renewable energy projects and initiatives.

Duties are likely to include:

- Serving as the legal advisor to the Town Council, Town Manager, and all Town officers, boards and commissions in all matters affecting the Town related to renewable energy projects and initiatives;
- Advising and assisting the Town in negotiating power purchase/service agreements or alternate ownership and financing structures;
- Drafting, reviewing and editing documents such as proposals, agreements, reports, plans, and correspondence;

- Preparing or approving forms of contracts or other instruments to which the Town is a party or in which it has an interest related to renewable energy projects and initiatives;
- Representing the Town in actions, suits or proceedings brought by or against it or any of its departments, officers, agencies, boards or commissions in regards to renewable energy projects and initiatives;
- Having 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 in regards to renewable energy projects and initiatives;
- Reviewing, analyzing, investigating and researching to carry out the above services; and
- Being available upon the reasonable request of the Town for consultation as necessary.

SUMMARY

The firm should submit by email: a letter of interest containing general information on the firm; the firm's brochure; resume for key personnel and information regarding the consultant's experience conducting similar business; references; and rates for work performed. Electronic submissions should be directed to Matt Hart, Town Manager no later than 11:00 a.m. on July 1, 2016 at HR@mansfieldct.org.

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 projects, 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 submission, to select a firm in a manner that is advantageous to the town and to waive all formalities in the bidding.

The Town of Mansfield is proud to be an equal opportunity employer.

Please address any questions related to this RFQ to Matt Hart, Town Manager, 860-429-3336 x5 or HR@mansfieldct.org.