



Town of Buckfield

PO Box 179

Buckfield, ME 04220

townmanager@townofbuckfield.org

207-336-2521

4/26/2024

Legal Services – Request for Proposal

The Town of Buckfield is seeking proposals from qualified law firms to provide legal services to the Town. The selected firm will be expected to provide comprehensive legal advice and representation on a variety of matters, including but not limited to municipal law, land use and zoning, contracts, and general legal counsel.

Scope of Services:

1. Advise the Town on legal matters related to municipal operations, including but not limited to town meetings, ordinances, and policies.
2. Review and draft contracts, agreements, and other legal documents on behalf of the Town.
3. Provide legal guidance on land use and zoning issues, including reviewing applications and representing the Town before planning boards and other regulatory bodies.
4. Represent the Town in litigation matters, including but not limited to civil actions, administrative proceedings, and appeals.
5. Provide general legal advice and assistance as requested by the Town.

Proposal Submission:

Interested law firms should submit a proposal that includes the following:

1. **Firm Overview:** Provide a brief overview of your firm, including the number of attorneys and support staff, areas of expertise, and relevant experience working with municipal clients.
2. **Qualifications:** Describe your firm's qualifications and experience in providing legal services to municipal clients, particularly in Maine.

3. Approach: Outline your approach to providing legal services to the Town, including availability, communication methods, and strategies for addressing the Town's legal needs.
4. Fee Structure: Provide details of your proposed fee structure, including hourly rates, retainer fees, and any other costs associated with providing legal services to the Town.
5. References: Provide at least three references from current or former municipal clients.

Proposal Evaluation:

Proposals will be evaluated based on the following criteria:

1. Experience and qualifications of the firm and its attorneys.
2. Understanding of municipal legal issues and the Town's specific needs.
3. Approach to providing legal services, including availability and communication.
4. Fee structure and cost-effectiveness.
5. References from current or former municipal clients.

Submission Deadline:

Proposals must be received by May 24, 2024, at 4:00 PM, at the following address:

Mailing: Town of Buckfield, PO Box 179, Buckfield, ME 04220

Physical Address: Town of Buckfield, 34 Turner Street, Buckfield, ME 04220

Please be sure to label the envelope "LEGAL SERVICES PROPOSAL."

Selection Process:

The Town reserves the right to request additional information from proposers, conduct interviews, and negotiate terms before selecting a firm. The Town also reserves the right to reject any or all proposals if deemed to be in the best interest of the Town.

Thank you for your interest in providing legal services to the Town of Buckfield. We look forward to receiving your proposal.

Sincerely,



Cameron Hinkley
Town Manager
Town of Buckfield