

Request for Proposals to Provide Legal Services Town of Hudson, New Hampshire

The Town of Hudson, New Hampshire is soliciting proposals from qualified bidders to provide general legal services to the Town for an initial term of one (1) year and has established fair and open procedures for the award of the contract. This document provides information and outlines those procedures and the terms of such contract.

A. General Information, Contract Period & Contract Terms

1. The form of government of the Town of Hudson is Town Meeting-Board of Selectmen. The Board of Selectmen consists of five (5) members, who appoint a Town Administrator.
2. Subject to the direction of the Selectmen and the Town Administrator, the legal services contractor will serve as the Town's general legal counsel and provide general legal services including providing legal advice and legal representation in court and administrative proceedings to and for the Selectmen, Town Administrator, and the Town's elected and appointed boards and officials.
3. The Board of Selectmen retains the right to employ the services of other attorneys when special expertise is required or in other circumstances, and to utilize the services of the attorneys retained by the Town's insurers, as may be appropriate.
4. The initial period of the legal services contract will be one (1) year, normally commencing on the date of appointment by the Selectmen.
5. After the initial term, the Selectmen shall have the right to not renew the contract, to renew and extend the contract for additional terms of not more than one (1) year each, or to continue the contract on an "at will" basis.
6. The legal services contractor shall be required to submit periodic itemized invoices, through the office of the Town Administrator and Board of Selectmen, which will be reviewed and processed in a timely manner.
7. The Town will pay or reimburse the reasonable out-of-pocket expenses and costs which the legal services contractor incurs providing services under the contract. Such expenses and costs must be itemized on periodic invoices. The Town may require its approval of certain expenses and costs in advance. Reasonable expenses and costs shall **not** include the routine overhead and expense of operating a law practice.
8. The legal services contractor also shall not invoice the Town for the cost of toll telephone calls or for travel time. The contractor may invoice the Town on a reasonable rate for mileage for travel to and from town offices, meetings at places within the Town limits, or the Superior or District Courts for the Town's judicial districts.
9. The Board of Selectmen may adopt reasonable procedures and regulations governing the contract and its administration not inconsistent with this document.
10. The Board of Selectmen may terminate the contract for cause after notice to the legal services contractor, stating their reasons for such termination.
11. The terms of this contract and the bid(s) submitted by the attorney or firm awarded the contract shall comprise the terms of the legal services contract.

B. Contract to be awarded to the most qualified Bidder with cost being a major consideration

1. The Board of Selectmen will award the bidder deemed to be the most qualified, i.e., the bidder who submits the bid and reasonably demonstrates the bidder is qualified; capable by reason of experience and background of providing the legal services required by the contract. For purposes of evaluating qualifications, the successful attorney or firm will be licensed to practice law in the State of New Hampshire and should have a minimum of five (5) years experience in municipal, land use and trial law, preferably serving or having served as Chief Legal Counsel to a New Hampshire municipality for at least two (2) years. For purposes of evaluation of the qualifications of the bidder(s), the Board of Selectmen may request that such bidder(s) appear for an interview by the Board of Selectmen.
2. In the instance of the direct fee-for-service proposal, the lowest bid will be the bid with the lowest fee for each hour of legal services to be provided under the contract; each bidder will set forth one hourly rate for legal services. Additionally, proposed hourly rates for paralegal services should be provided to assist in the evaluation.

The Town will also consider and encourages the submittal of a monthly retainer fee proposal, with a stipulation as to the number of hours and or types of services that are included in the monthly retainer, as well as the hourly rate to be charged for services beyond the limit or scope of the retainer proposal.

C. Submission of Bids; Bid Requirements

1. All interested bidders shall submit their bids, no later than 2:00 p.m., Tuesday, June 2, 2015, sealed in an envelope labeled “*Bid for the Legal Services,*” and addressed to the Board of Selectmen, Town of Hudson, NH.
2. Each bid shall contain the following:
 - a. The bidder’s name, office and mailing addresses, and telephone and facsimile numbers. (The business letterhead will normally satisfy this requirement.)
 - b. The name(s) and bar membership(s) of the attorney(s) who will be responsible for providing legal services to the Town under the contract. New Hampshire bar membership is required.
 - c. Proposed fees:
 - 1) The fee per hour of legal services to be provided under the contract for attorneys and for paralegals (stating *one* hourly fee only for each).
 - 2) The monthly retainer fee, if proposed, for specified services, maximum number of hours covered by the retainer, if any, and fee per hourly for services beyond the scope of the retainer.
 - d. A statement of qualifications, by which the bidder demonstrates that the bidder is qualified, i.e., is capable by reason of experience and background of providing the legal services required under the terms of the contract. The bidder should enclose relevant materials to supplement and expand upon the statement.
 - e. The conditions, if any, which the bidder attaches to the bid.

- f. The statement, “*I certify this bid is true and accurate. By submitting this bid, the bidder hereby agrees to and accepts all of the terms set forth in the bid document.*” The statement shall be acknowledged by the signature of an attorney authorized to represent the bidder, over the printed name of that attorney.

3. All bids will remain sealed until the scheduled bid opening.

D. The Bid-Opening

1. All bids submitted in a timely manner will be publicly opened at 2:00 p.m. on Tuesday, June 2, 2015 at Town Hall, 12 School Street, Hudson, NH 03051.
2. The name, address, and amounts of hourly fee and/or monthly retainer fee proposals of each bidder will be read.
3. Copies of bids shall thereafter be made available for inspection or copying in accordance with law, subject to copy fees established by the Town of Hudson.

E. Review by the Selectmen; Award to the lowest qualified Bidder

1. The Board of Selectmen will review each proposal and award the contract to the lowest qualified bidder as described in Article B above. The Board of Selectmen reserves the right to reject any and all bids.
2. The Selectmen shall notify the lowest qualified bidder of the award and request prompt written acceptance of the contract.
3. If the lowest qualified bidder does not accept the award, the Board of Selectmen may award the contract to the next lowest qualified bidder and request prompt written acceptance of the contract.
4. The contract for legal services will commence from and after the appointment of the legal services contractor by the Board of Selectmen. The Town will promptly notify the other bidders of the appointment.

**Notice of Solicitation for Proposals for a Contract to Provide
Legal Services to the Town of Hudson, New Hampshire**

The Selectmen of the Town of Hudson, New Hampshire hereby solicit sealed proposals for a contract to provide legal services to the Town of Hudson. Bids must be submitted prior to a public bid opening to be held on Tuesday, June 2, 2015, at 2:00 p.m. The Selectmen shall award the contract to the most qualified bidder. Prospective bidders may obtain "Request for Proposal" forms by writing "Board of Selectmen, Town of Hudson, 12 School Street, Hudson, NH 03051" or by calling the Office of the Board of Selectmen and Town Administrator at (603) 886-6024.

REQUEST FOR LEGAL SERVICES
Bid Opening Tuesday, June 2, 2015, @ 2:00 p.m.

NAME/CITY	DATE RCV'D	AMOUNT OF BID
Hage Hodes, PA 1855 Elm Street, Manchester, NH 03104		
Boutin & Associates 1 Buttrick Rd, Box 1107, Londonderry 03053		
Cleveland, Waters, Bass Box 1137, Concord 03302		
Daniels, Robert 127 Main St, Suite 1, Nashua 0306003275		
Devine, Millimet, Branch 111 Amherst St, Box 719, Manchester 03105		
Donahue, Tucker, Ciandella Box 630, Exeter 03833		
Drescher & Dokmo (Bill Drescher) 21 Emerson Road, Milford 03055		
Drummond Woodsum 100 International Drive, Suite 340, Portsmouth NH 03801		
Borofsky, Lewis & Amadeo-Vickery 24A Broad Street, Nashua 03063		
Hall, Hess, Kenison, Stewart, Murphy, Brown 80 Merrimack St., Manchester 03101		
Jackson Lewis LLP 100 International Dr, Suite 363, Portsmouth, NH 03801		
Tarbell & Brodich, P.A. 45 Centre Street, Concord, NH 03301		
Orr & Reno (Charles A. Szypszak) 1 Eagle Square, Box 709, Concord 03302		
Sheehan, Phinney, Bass, Green 1000 Elm Street, 17 th Floor, Manchester 03105		
Soule, Leslie, Kidder, Zelin, Sayward, Loughman 220 Main St., Salem 03079		
Upton & Hatfield 10 Centre St., Box 1090, Concord 03302		
Flygare, Schwartz & Closson P.O. Box 439, Exeter, NH 03833		
Bernstein Shur 670 North Commercial Street, Suite 108 P.O. Box 1120, Manchester, NH 03105		

