

TOWN OF TIVERTON, RHODE ISLAND

**REQUEST FOR PROPOSALS
OF LEGAL SERVICES FOR
TIVERTON POLICE PENSION BOARD OF TRUSTEES**

The Town of Tiverton is seeking qualified counsel to handle all legal matters relating to the Police Pension Board of Trustees.

The scope of services and required qualifications are available on the Town of Tiverton website www.tiverton.ri.gov or by contacting the Town Administrator at 401-625-6710.

Written proposals in hard copy must be received no later than 4:00 PM on Wednesday, November 15, 2017. Proposals must be sealed and clearly marked "Proposal for Pension Board Counsel" on the exterior of an envelope addressed to:

Nancy Mello, Town Clerk
Tiverton Town Hall
343 Highland Road
Tiverton, RI 02878

**REQUEST FOR PROPOSAL (RFP)
LEGAL SERVICES FOR
TIVERTON POLICE PENSION BOARD OF TRUSTEES**

I. Background; Intent.

Town of Tiverton, Rhode Island (the "Town") seeks to establish a contract with an attorney ("Contractor") to assist the Town of Tiverton Police Pension Board of Trustees ("Board") with all legal matters coming before the Board.

Prospective Contractors are advised that attorneys must respond to this RFP by November 15, 2017. Care should be taken to describe your experience in detail, regarding services representing a board with authority over pensions, as well as other relevant experience, but clients do not need to be identified.

II. Work Statement.

The Contractors selected under this Request for Proposal must perform, at a minimum, the following services:

1. Attend meetings of the Board as required:

- a. The Contractor must submit attend meetings of the Board and provide legal advice to the Board during attendance. Familiarity with the Tiverton Police Pension system is

required, as well as generally knowledge of the applicable fields of law. Contractor must provide written and oral legal opinions as directed by the Board.

2. Legal research and opinions:

- a. The Contractor must conduct legal research and provide legal opinions about the Board and the Tiverton Police Pension system, as directed by the Town through vote of the Town Council or as directed by the Town Administrator.

III. Performance Period/Schedule.

1. Assignment of work to be performed under a contract entered into pursuant to this RFP begins from the date of contract signature by the Contractor and continues for two years. The Town and the Contractor may extend the term of the contract by mutual agreement for up to four (4) additional two-year terms, contingent upon and subject to satisfactory and timely performance by the Contractor, as determined by the Town, and fiscal appropriations.
2. Work may be re-assigned to another Contractor at the Town's discretion, at which time payment will be made for work satisfactorily completed, as determined by the Town, to the date of reassignment.

IV. Compensation.

1. Professional Services:

In responding to this RFP, each Contractor must propose the manner of compensation and whether the Contractor is seeking an hourly rate or a yearly retainer, including the rate for the work performed by a party in the capacities of paralegal, legal assistant, law clerk, or similar position of assistance to the Contractor.

2. Cost Reimbursement:

No costs will be reimbursed without the prior approval of the Town Administrator.

V. Method of Award.

1. Procedure:

Award of a contract or contracts to a Contractor or Contractors is subject to the discretion of the Tiverton Town Council in determining qualified responsive bidders. The bids will be evaluated by the Town Council in accordance with the following criteria:

- (1) Experience of Contractor. In the event a law firm is responding to this RFP, one specific attorney of the firm must be responsible for performing all work assignments. It is the experience of this attorney, not the firm, that will be rated.
- (2) Clarity and completeness of sample work product provided
- (3) Claims paid against professional liability or title insurance

Bidders will be selected for interview by the Town Council at the discretion of the Town Council. Interviews will be evaluated on situational questions and responses. The Prospective Contractor

will be judged on clarity of communication and the knowledge of the pertinent field and related subject matters. In the event a law firm is responding to this RFP, the interviewee must be the attorney of the firm who will be the person responsible for performing work assignments.

VI. Mandatory Submissions.

Failure to include the required submissions may disqualify the proposal as determined by the Office of the Town Attorney.

1. Evidence of admittance to the Rhode Island Bar.
2. Evidence of professional liability insurance coverage.
3. Number of claims paid against professional liability and/or title insurance, if any, together with an explanation of the reason for the payment.
4. Business address and phone number.
5. Evidence of Attorney/Client Escrow Account.
6. Sample of work product produced by Contractor in this field of work.