

TOWN OF WINDSOR LOCKS, CONNECTICUT

**REQUEST FOR PROPOSALS (RFP) FOR LEGAL SERVICES:
TOWN ATTORNEY, LABOR ATTORNEY,
LAND USE/ENVIRONMENTAL ATTORNEY, AND BOND COUNSEL**

■ RFP NUMBER: 2026-002

■ ISSUED: April 28, 2026

SUBMISSION DEADLINE: Wednesday, May 27, 2026

TIME: 11:00 AM

SUBMISSION ADDRESS: First Selectman’s Office, Windsor Locks Town Hall,
50 Church Street, Windsor Locks CT 06096

INTRODUCTION

The Town of Windsor Locks (“Town”) is seeking proposals from qualified law firms and/or qualified individual attorneys to provide legal services to the Town in the capacity of Town Attorney, Labor Attorney, Land Use/Environmental Attorney, and Bond Counsel. Interested parties should submit a proposal in accordance with the requirements and directions described herein. Law firms and/or individual attorneys may submit a proposal for one or more of the above requested legal services.

BACKGROUND INFORMATION

Pursuant to Chapter VI of the Charter of the Town of Windsor Locks, the Board of Selectmen may appoint a town attorney to provide legal services to the Town, as such Board may deem necessary and appropriate in furtherance of the best interest of the Town, for a fixed term of two years or less to coincide with the term of office of the Board of Selectmen. The Board of Selectmen may also provide for the temporary employment of legal counsel other than or in addition to the Town Attorney to render specialized legal services or for investigative purposes. The Town periodically conducts a search process that may include a Request for Proposals.

TERM OF SERVICE

The selected firms or individuals will be expected to commence services on or before June 24, 2026. The Town reserves the right to cancel this RFP process at any time should any of the

following conditions exist or as deemed to be in the best interest of the Town: (a) funds are not appropriated to allow the continuance of this contract, (b) the Town, through changes in its requirements or method of operation, no longer has a need for these services, (c) the Town is not satisfied with the level of services provided by a Respondent or the Respondent fails to comply with any of the terms of conditions of their agreement with the Town, or (d) any other reason as deemed by the Town.

SCOPE OF SERVICES

The Town anticipates that proposals will identify a lead Town Attorney who shall be primarily responsible for legal services to the Town. Law firms and/or individual attorneys may submit a proposal for one or more of the requested legal services. For those submissions from law firms relating or more than one of the requested legal services, such firm may identify an additional attorney or attorneys to provide legal services in one or more areas defined below.

TOWN ATTORNEY

The Town Attorney shall be the legal advisor of the Board of Selectmen, and all Town officers, boards, commissions, and similar bodies, with the exception of the Board of Education, in matters affecting the Town and shall upon written request furnish a written opinion on any questions of law involving their respective powers, duties, and responsibilities. A copy of all written requests and opinions shall be forwarded by the Town Attorney to the Board of Selectmen.

Enumerated Services

1. Provide legal advice, training, consultation, and opinions to the First Selectman, the Board of Selectmen, and other Town Boards, Commissions, and similar bodies, with the exception of the Board of Education, on a wide variety of matters.
2. Furnish legal representation at Town Meetings, the Annual Town Budget Meeting, Board of Selectmen meetings, and at other municipal meetings on an as-needed basis.
3. Appear for, protect the rights of the Town, and legally defend the Town in all actions, suits, or proceedings brought by or against it or any of its officials, boards, commissions, or committees.
4. Conduct, oversee, and/or manage litigation involving the Town in all Federal and State courts.
5. Prepare and review ordinances and resolutions, contracts, and other documents for legal accuracy and acceptability as well as approval as to legal form.

6. Assist Town officials and employees to maintain awareness of ethical standards, appearance of fairness standards, to avoid potential conflicts of interest, prohibited transactions, and the appearance of prohibited transactions.
7. Assist officials and employees to understand the legal roles and duties of their respective offices and interrelationships with others.
8. Provide the First Selectman, the Board of Selectmen, other boards, commissions, similar bodies, and municipal staff with legal perspectives and counsel on various governmental issues.
9. Provide legal services required for real estate transactions, when necessary, in consultation with the Land Use/Environmental Attorney, as deemed necessary.
10. Counsel employees on enforcement of Town ordinances, codes and policies (including but not limited to enforcement of codes and regulations regarding building, subdivision, floodplain management, and inland wetlands).
11. Furnish legal opinions upon request, and draft all legal documents and instruments required for the normal operation of the Town within a reasonable time frame.
12. Provide written update on new or existing State or Federal legislation or judicial decisions impacting the Town and suggest action or changes in operations or procedures to assure compliance.
13. Provide advice and representation on Freedom of Information Act issues, records retention, and privacy issues.

GENERAL MUNICIPAL

The attorney or firm will provide legal counsel and defense to the Town on general and municipal issues including contracts, ordinances, policies, procedures, freedom of information requests and issues, and constitutional matters. This category includes all other legal matters typically associated with the operations of a municipal government and other services.

LAND USE/ENVIRONMENTAL ATTORNEY

This attorney shall be experienced in zoning, planning, inland wetlands, and related laws and regulations, and be capable of managing administrative appeals and other matters associated with these areas. Enumerated services include: (1) assistance in all legal matters typically associated with the Plan of Conservation and Development, the Building Department, the Zoning Regulations

and Inland Wetlands Regulations, and other matters as directed by the First Selectman, Board of Selectmen, Planning and Zoning Commission, and Inland Wetlands Commission; and, (2) managing, conducting, and/or overseeing litigation in these areas in all federal and state courts.

LABOR ATTORNEY

This attorney shall be experienced in all aspects of employment law from recruitment to termination, including but not limited to collective bargaining, arbitration, managing grievance procedures and appeals, workers' compensation, discrimination, and related workplace investigations and claims. Enumerated services shall include: (1) all matters typically associated with municipal employment laws and other matters as directed by the First Selectman; and (2) managing, conducting, and/or overseeing litigation in these areas in all federal and state courts.

BOND COUNSEL

This attorney will assist with various legal matters related to the issuance of bonds, and shall be experienced ensuring compliance with applicable laws and regulations while providing expert legal advice on bond-related transactions. Enumerated services shall include advising on the structure of bond transactions, preparing legal opinions, assisting in the preparation of official statements, and ensuring compliance with federal and state securities laws.

MINIMUM QUALIFICATIONS:

Each attorney assigned to represent the Town must possess a Juris Doctorate degree and have graduated from a law school accredited by the American Bar Association, and be a member in good standing of the Connecticut State Bar. The Town Attorney and designated lead attorney shall demonstrate sufficient practice experience representing a Connecticut municipality. All assigned attorneys must possess highly effective verbal and written communications skills, and experience maintaining productive working relationships with municipal officials.

INSURANCE:

The successful Respondents shall, at their own expense and cost, obtain and keep in force during the duration of this engagement, including any and all extensions, the following insurance coverage covering the Respondent and all of its agents, employees.

Commercial General Liability insurance issued by an insurance company licensed to conduct business in the State of Connecticut in the amount of \$1,000,000 combined single limit per occurrence for bodily injury, personal injury, property damage, and completed operations. A waiver of subrogation shall be provided in favor of the Town and its employees and agents.

Automobile Liability insurance with \$1,000,000 combined single limit per accident for bodily injury and property damage. A waiver of subrogation shall be provided in favor of the Town and its employees and agents.

Errors and Omissions Professional Liability insurance with a minimum limit of \$1,000,000 each occurrence or per claim. The Respondent shall provide for an extended reporting period in which to report claims for seven (7) years following the conclusion of its work. Any changes to the insurance policy or carrier from year-to-year will include “full prior acts” coverage.

Workers Compensation insurance in accordance with the requirements of Connecticut state statutes, with a minimum of \$1,000,000 each accident/\$1,000,000 disease-policy limit/\$1,000,000 disease each employee. A waiver of subrogation shall be provided in favor of the Town and its employees and agents.

The firm or individual selected through this process shall provide a Certificate of Insurance as evidence of General Liability, Automobile Liability, including all owned, hired, borrowed, and non-owned motor vehicles, statutory Workers Compensation and Errors and Omissions Professional Liability coverage.

The Respondents shall direct their insurer to provide a Certificate of Insurance to the Town before any work is performed. The awarded Respondent(s) will be responsible to provide written notice to the Town 30 days prior to cancellation or non-renewal of any insurance policy. The Certificate shall evidence all required coverages including the Additional Insured on the General Liability and Automobile Liability policies and Waiver of Subrogation applies on all policies. The Respondents shall provide the Town copies of any such insurance policies upon request.

HOLD HARMLESS:

To the fullest extent permitted by law, Respondent shall indemnify and hold harmless the Town and its consultants, agents, and employees from and against all claims, damages, losses, and expenses, direct, indirect or consequential, including but not limited to fees and charges of engineers, attorneys, and other professionals and court and arbitration costs, to the extent arising out of or resulting from the performance of Respondent’s work, provided that such claim, damage, loss, or expense is caused in whole or in part by any negligent act or omission by the Respondent, or breach of its obligations herein or by any person or organization directly or indirectly employed or engaged by the Respondent to perform or furnish the services, or anyone for whose acts the Respondent may be liable.

The above insurance requirements are the Town’s general requirements. Insurance requirements with the awarded Respondents are subject to final negotiations.

CONFLICT OF INTEREST:

Indicate whether any attorneys represent clients whose business or personal matters may conflict with their ability to provide legal services to the Town. In doing so, identify how Respondent would resolve such conflicts. Identify what procedures used to identify and resolve conflicts of interest. Identify any business or familial relationships between any attorney in the firm and the Town, or any current elected official of the Town.

REQUIRED INFORMATION:

In order to be considered, each Respondent shall, at a minimum, submit the following information:

- 1.) A cover letter including background information on the attorney and/or firm, including but not limited to a description of all areas of expertise and experience, including the types of services provided to past and present clients, office location(s), including the office location of the Lead Attorney and attorneys who would be assigned to represent the Town.
- 2.) If the Respondent is a firm, the qualifications, resumes and position within the firm of each attorney that will be assigned to work on matters pertaining to the Town.
- 3.) A detailed description of how the Respondent, applicable to both individual attorneys and law firms, proposes to provide legal services to the Town or their general approach as to providing legal services to a municipal client. For firms, if there is a gatekeeper/intermediary role within the firm that restricts direct communication between the designated legal team and the Town, please describe how that role functions to ensure that the Town will not be subject to double billing for any legal services provided.
- 4.) A list of references including any municipalities that have been represented by the Respondent in the capacities listed in this RFP or in similar roles within the past five (5) years, including for each municipality the name, telephone number, and email address of a contact person who dealt directly with the Respondent.
- 5.) A detailed Fee Proposal Summary regarding the charges for each legal services, including hourly rates and/or retainers for all personnel providing legal services, required expenses and other costs. Regardless of the information included in the Fee Proposal Summary, the Town requests monthly billing statements that each include: (a) an itemized listing of the dates services were rendered, (b) the attorney and/or support personnel providing the services, (c) the amount of time spent on each activity, (d) a description of the services rendered, and (e) the fees and costs for those services, as applicable.

- 6.) Special attention will be paid by the Town to suggestions and recommendations for managing and controlling the cost of legal services. The Town is interested in receiving innovative cost containment proposals and suggestions for legal services including proposals for alternative fee arrangements and any services that may be provided free of charge or for a fixed fee. This should include proposals for review and improvement of current procedures, quality control measures, the manner in which specialists will be retained, and any other suggestions regarding legal services, legal risk management, and cost containment measurements.
- 7.) Provide a general description of any training meetings Respondent may be prepared to offer to elected or appointed officials and/or staff at no cost to the Town, if any.

SUBMISSION INSTRUCTIONS:

The information required for this Request for Proposal must be submitted, with an original and three (3) copies, to the First Selectman, Town of Windsor Locks, 50 Church Street, Windsor Locks, CT 06096, in envelopes plainly marked “**RFP Legal Services**” no later than 11:00 a.m. on Wednesday, May 27, 2026.

Late Proposals will not be accepted — no exceptions. Submissions of responses by fax, electronic mail, or another medium will not be accepted.

Proposals may be held by the Town for a period not to exceed 6 months from the date of the Proposal opening for the purpose of reviewing the Proposals and investigating the qualifications of the Respondent prior to awarding the contract.

Should the Respondent find any omissions, discrepancies or errors in the specifications or other Contract Documents or should he be in doubt as to the meaning of the specifications or other Contract Documents, they should immediately notify the Town, which such Respondent may correct, amend or clarify such documents by a written interpretation or addendum. No oral interpretations shall be made to any Respondent, and no oral statement of the Town shall be effective to modify any of the provisions of the Contract Documents.

EVALUATION CRITERIA:

The following factors will be considered by the Town when evaluating proposals:

- Accuracy, overall quality, thoroughness, and responsiveness to the Town’s requirements summarized in this RFP.
- Respondent’s overall familiarity with applicable municipal law, including demonstrated successful performance on other municipal accounts, with particular emphasis on the qualifications and municipal experience of the attorney(s) to serve as the principal contact and the other attorneys expected to work on Town legal matters.

- Respondent’s approach to assignment, including their demonstrated understanding of the applicable Scope of Services and of the Town’s legal needs and objectives.
- Fee structure.
- Demonstrated flexibility, efficiency, and timeliness in providing day-to-day services to municipal clients.

SELECTION PROCESS:

After review and evaluation of proposals, the Town reserves the right to request additional information. The First Selectman will review proposals based on the criteria set forth herein. Respondents may be invited to interview with the First Selectman and his designees at the discretion of the First Selectman. If conducted, interviews are expected to be held between June 1, 2026 and June 10, 2026.

The information in this RFP will serve as the basis for the Town’s review. Respondents are encouraged to address each of the factors thoroughly and provide additional information concerning background, experience, and qualifications as appropriate.

Based on the results of the interview process, the First Selectman will review the information gathered and negotiate a specific agreement and final fee.

DISCLAIMER:

This RFP does not commit the Town to award a contract or to pay any costs incurred in the preparation of a proposal to this request. All proposals submitted in response to this RFP are the property of the Town.

The Town reserves the right to accept or reject any or all proposals received as a result of this RFP, to negotiate with the selected Respondents, the right to extend the contract for an additional period, or to cancel in part or in its entirety this RFP, and to waive any informality if it is in the best interest of the Town to do so.

QUESTIONS:

Questions concerning this RFP should be addressed to First Selectman, Jonathan Savino, at jsavino@wlocks.com, using the subject line “Windsor Locks Legal Services RFP Questions.” Question must be submitted by May 11, 2026. Answers will be provided as an addendum to this RFP, posted on the Town website, no later than 4:00pm on May 19, 2026.

TOWN OF WINDSOR LOCKS

NON-COLLUSIVE STATEMENT

Request for Proposal (RFP) for Legal Services

The undersigned Respondent, having fully informed themselves regarding the accuracy of the statements made herein certifies that:

- a. The RFP has been arrived at by the Respondent independently and has been submitted without collusion with, and without any agreement, understanding, or planned common course of action with any other Respondent of materials, supplies, equipment or services described in the invitation to RFP designed to limit independent RFP or competition, and.
- b. The Respondent has not communicated the contents of the RFP to its employees or agents to any person not an employee or agent of the Respondent or its surety on any bond furnished with the RFP and will not be communicated to any such person prior to the official opening of the RFP.

The undersigned Respondent further certifies that this statement is executed for the purpose of inducing the Town of Windsor Locks to consider the RFP and make an award in accordance therewith.

Please complete and sign

| | |
|----------------------------------|--|
| Legal Name of Respondent | |
| Business Address | |
| Name & Title of Authorized Agent | |
| Signature | |
| Date | |
| Phone # & Fax # | |

TOWN OF WINDSOR LOCKS

AFFIRMATIVE ACTION STATEMENT
CERTIFICATION OF RESPONDENT

Request for Proposal for Legal Services

Concerning Equal Employment Opportunities and/ or Affirmative Action Policy

The Respondent certifies that it:

- 1) Is in compliance with the equal opportunity clause as set forth in the Connecticut State Law.
- 2) Does not maintain segregated facilities.
- 3) Has filed required employer's information reports.
- 4) Lists job openings with Federal and State Employment Services.
- 5) It is in compliance with the American with Disabilities Act.

Check Appropriate One:

- Yes/ Respondent certifies to having an Affirmative Action Program.
 Not applicable/ Respondent employs 10 or less people.

Respondent-Company Name

Date

Name & Title (Printed)

Signature