

**REQUEST FOR
QUALIFICATIONS FOR
VILLAGE OF SOLVAY
ATTORNEY/LEGAL
SERVICES**

On or before 11:00 a.m. on December 16, 2019, the Village of Solvay will receive qualification statements from interested attorneys or law firms for services related to providing legal assistance to the Village of Solvay. No late statements will be accepted.

Interested firms should submit an emailed copy of their statement of qualifications to:

**Village of Solvay
Harry DeCarlo, Village Clerk
hdecarlo@villageofsolvay.com**

Firms can hand deliver their statement to:

**Village of Solvay
Harry DeCarlo, Village Clerk
1100 Woods Rd, Solvay, NY 13209**

PLEASE NOTE: The selection of an attorney or firm to provide the described scope of services will not be made on cost alone, but may be made based on the consideration of qualifications-related factors contained in this Request for Qualifications.

I. Purpose

The Village of Solvay is a General Law Type A municipality. It provides a wide variety of services to citizens and visitors in the area. These include police, electric, wastewater collection and treatment, municipal library, municipal court, building

inspections and code enforcement, DPW and other services.

An important part of this governance relies on quality legal services. This scope of services will include the appointment of one individual or law firm to serve in the position of Village of Solvay Attorney, who will be appointed by and serve at the will and pleasure of the Mayor.

II. Professional Credentialing and Legal Services Required

The firm selected is to have a Juris Doctorate from an accredited law school, a license to practice law in the State of New York State, and be a member in good standing of the New York State Bar. Experience with New York State municipalities and knowledge of municipal law, municipal finance, personnel law land use and regulation are required.

A. The legal services under consideration in this Request for Qualifications involve (but are not limited to):

1. Providing a variety of proactive, high-quality and timely legal opinions to the Village of Solvay Board and Village of Solvay staff.
2. Attending regular meetings of Village of Solvay Board (generally one per month 4th Tuesday) and occasional special-called meetings as requested.
3. Being intimately familiar with the Village of Solvay's Code of Ordinances, applicable State and Federal laws, and other applicable documents (such as the Village of Solvay Personnel Policies and Procedures, code enforcement process, Municipal Electric including NYMPA and PSC requirements, etc.).
4. Providing advice to the Village of Solvay on a variety of legal matters.
5. Representing the Village of Solvay as the Village of Solvay Attorney in legal matters.
6. Reviewing and/or drafting ordinances, resolutions, and other documents as requested by the Village of Solvay Board, Village of Solvay Manager, or assigned staff.
7. Negotiating and administering contracts, as well as assisting with contract disputes.
8. Reviewing and making recommendations on a variety of projects and proposals which have legal ramifications.
9. Maintaining an appropriate relationship with professional organizations in the

field of municipal legal services.

10. Staying abreast and informing the Village of Solvay of new or proposed State and Federal legislation affecting the Village of Solvay.
11. Researching alternative approaches to resolving legal problems.
12. Providing proactive legal counsel on issues pertaining to personnel policies and procedures and providing counsel in all compliance employment matters such as, but not limited to state and federal employment law, Workers Compensation, EEOC, FLSA, FMLA, and OSHA requirements.
13. Assisting the Village Clerk in staying current on State and Federal Election Laws and administration of elections for the Village of Solvay.
14. Knowledge of land use laws and abilities of the Village of Solvay to implement and administer such laws in conformance with State requirements and the Village of Solvay Board's desire to improve such land use planning.
15. Knowledge of laws and experience with managing extraterritorial jurisdiction and annexation.
16. Knowledge of laws and methods to facilitate effective code enforcement to improve deteriorating areas of the Village of Solvay, including demolition procedures and property maintenance code provision.
17. Knowledge of New York State Records and Meeting Laws.
18. Knowledge of laws and experience in applying Chapter 380 provisions to economic development.
19. Knowledge of laws and experience in working with utility districts, water supply corporations, and emergency services districts.
20. Attending Village Board Meetings (generally once a month, 4nd Tuesday) as requested.
21. Attending board of adjustment hearings and appeals.

III. Proposal Requirements

The Statement of Qualifications must address the following criteria:

- A. Name of firm, owner, address and telephone number.
- B. Personnel Qualifications. Identify the key attorney who will serve in the position of Village of Solvay Attorney; provide their resume and summarize their experience. Provide the same for other attorneys (if any) in the firm who may assist with the provision of services.
- C. Specialized Legal Services Competence. Provide information about the attorney and firm's experience in providing legal services to municipal organizations. Provide at least three references from these organizations including names, contact persons and phone numbers.
- D. Capability. Provide information about the attorney and firm's capability to perform on short notice and in a timely manner. If the appointed Village of Solvay Attorney is not available are there other means of responding to requests?
- E. Client List. Provide a list of current municipal clients.
- F. Approach To Communicating With The Village of Solvay. Describe the attorney and firm's approach to communicating with the Village of Solvay in regard to progress reports, status reports, recommendations, status of opinions, etc.
- G. Understanding of Services to Be Provided. Describe the attorney's/firm's understanding of the scope of work.
- H. Work Schedule and Approach to Project Management. Provide a plan for service delivery, and an explanation of how tasks and projects are managed within the firm to ensure timely response and completion.
- I. Conflict of Interest. List any clients you currently represent that could cause a conflict of interest with your responsibilities as Village of Solvay Attorney for Justin and describe how you would be willing to resolve these or any future conflicts of interest.
- J. Fees. Please provide rates for providing the services described above. Note that the Village of Solvay is requesting fees to be submitted with two options:

Option A: Monthly retainer plus hourly fees

(Indicate specific items to be covered by the retainer)

Option B: Hourly fees for all work without a retainer.

For hourly fees, please identify hourly rate of each attorney and support personnel, and indicate minimum increment of time billed for services. Also state rates for other cost items proposed to be itemized and billed.

K. Statement: The attorney or firm, by submitting a proposal, certifies that to the best of its knowledge or belief, no elected or appointed official of the Village of Solvay is financially interested, directly or indirectly, in their firm or in the purchase of services as described in this RFQ. They also certify that the information contained in the Statement of Qualifications is correct and complete to the best of their knowledge.

IV. Evaluation Criteria:

The Village of Solvay reserves the right to accept or reject any and all submissions in the best interest of the Village of Solvay. In connection with the evaluation, the Village of Solvay may invite one or more applicants to make an oral presentation to the Village Mayor and Solvay Board at a time and location to be announced and may require the submission of supplemental material intended to substantiate or clarify information previously submitted.

The following information will be taken into consideration during the evaluation process:

- Meets qualifications identified in the Request for Qualifications
- Proposals included complete and clear responses to items.
- Familiarity with laws and regulations governing New York State local government and operating procedures relative to conduct of Village of Solvay business.
- Demonstrated expertise in land use and zoning law as it relates to municipalities.
- Available support staff and range of services offered.
- Demonstration of workload and a level of experience commensurate with the level of service required by the Village of Solvay.
- The professional reputation for providing high-quality services, ability to work cooperatively with Village of Solvay Mayor, Village of Solvay Board, and Village of Solvay Clerk and staff and demonstrates sound judgment, integrity, and reliability as determined by the references provided.
- Cost of providing basic and hourly services as per the submitted hourly rate.

V. Evaluation Process

The Village of Solvay Mayor and Village of Solvay Board will review the submitted proposals. After review, the Village of Solvay Mayor will select finalists for interviewing. After completing negotiations and contract process, Village of Solvay Mayor will appoint a Village of Solvay Attorney and award a contract

Time Line:

- Issue Request for Qualifications and Proposals
- Receive Qualifications and Proposals
- Proposals will be opened at 11:00AM at the Village of Solvay
- Review Proposals and Select Finalists
- Finalists Interviews with Village of Solvay Board
- Complete Negotiation and Contract Process
- Present Contract to Board for Final Approval

VI. Contract Award

The Contract will be awarded for a one-year period.

All costs, directly or indirectly, related to the preparation of a response to this RFQ or any oral presentation required to supplement and/or clarify the RFQ which may be required shall be the sole responsibility of, and shall be borne by the applicant.

The individual or law firm that represents the Village of Solvay is not an employee of the Village of Solvay; does not receive any Village of Solvay benefits, nor maintain an office provided by the Village of Solvay. The attorneys are independent contractors responsible for their own benefits, office expenses, malpractice insurance and staff.