

**TOWN OF LYSANDER REQUEST FOR QUOTES FOR LEGAL SERVICES**

**FOR THE PERIOD 3/1/2020 TO 12/31/2020**

**Inquiries and quotes should be directed to:**

**Dina Falcone, Town Clerk: [townclerk@townoflysander.org](mailto:townclerk@townoflysander.org)**

**Or**

**Dina Falcone, Town Clerk  
8220 Loop Road  
Baldwinsville, NY 13027**

**I. GENERAL INFORMATION**

- A. Purpose.** This request for quotes (RFQ) is to contract for legal services to be provided to Town of Lysander for March 1, 2020 through December 31, 2020.
- B. Who May Respond.** Only attorneys who are currently licensed to practice law in New York and maintain an office in Onondaga County, or law firms including such attorneys, may respond to this RFQ.
- C. Instructions on Quote Submission.**
  - 1. Closing Submission Date.** Quotes must be submitted no later than February 7th, 2020 10:00 AM
  - 2. Inquiries.** Inquiries concerning this RFQ: **Robert A. Wicks, Supervisor** [supervisor@townoflysander.org](mailto:supervisor@townoflysander.org) or **315-638-4264**.
  - 3. Conditions of Quote.** All costs incurred in the preparation of a quote responding to this RFQ will be the responsibility of the Offeror and will not be reimbursed by Town of Lysander (hereinafter referred to as TOL).
  - 4. Instructions to Prospective Law Firms/Attorneys.** Your quote should be addressed as follows:

**Dina Falcone, Town Clerk  
Town of Lysander  
8220 Loop Road  
Baldwinsville, New York 13027**

It is important that the Offeror's quote be submitted in a sealed envelope clearly marked in the lower left hand corner with the following information:

Request for Quote  
SEALED QUOTE for Legal Services

Failure to do so may result in premature disclosure of your proposal. It is the responsibility of the Offeror to insure that the quote is received by TOL, by the date and time specified above. Late proposals will not be considered.

- 5. Right to Reject.** TOL reserves the right to reject any and all proposals received in response to this RFQ. A contract for the accepted proposal will be drafted based upon the factors described in this RFQ.

**6. Notification of Award.** It is expected that a decision selecting the successful Firm will be made within four (4) weeks of the closing date for the receipt of proposals. Upon conclusion of final negotiations with the successful Firm, all Offerors submitting quotes in response to this RFQ will be informed, in writing, of the name of the successful consultant. It is expected that the contract shall:

**7. Description of Entity.** TOL is a Municipal Corporation serving approximately 23,000 residents. According to the United States Census Bureau, the town has a total area of 64.6 square miles (167 km<sup>2</sup>), of which, 61.9 square miles (160 km<sup>2</sup>) of it is land and 2.7 square miles (7.0 km<sup>2</sup>) of it (4.18%) is water. The north town line is the border of Oswego County and the west town line is the border of Cayuga County. The south town line is defined by the Erie Canal-Seneca River complex. Cross Lake is located on the west border of Lysander. The Oswego River marks part of the east town line. The Oswego, Seneca, and Oneida Rivers join at the east town line. New York State Route 370, West Genesee Road, is an east-west highway in the south part of Lysander. New York State Route 48 is a highway in the center of the town. New York State Route 31 intersects NY-370 in the southeast part of Lysander. New York State Route 690 is a major highway leading out of the south part of Lysander.

**II. SCOPE OF SERVICES.** The Offeror shall be readily available to perform legal services as requested by the Town Supervisor, and the Lysander Town Board. Desired services are included but not limited to:

- Environmental reviews
- Labor negotiations
- Litigation
- Town Code Enforcement
- Tax Certiorari proceedings

**III. QUOTE CONTENTS.** The Offeror, in its quote, shall, as a minimum, include the following:

**A. Legal Experience.** The Offeror should describe its legal experience, including the names, addresses, contact persons, and telephone numbers of at least three clients, preferably including clients similar to TOL.

**B. Organization, Size, Structure, and Areas of Practice.** If the Offeror is a firm, it should describe its organization, size, structure, areas of practiced, and office location(s).

**C. Attorney Qualifications.** The Offeror should describe the qualifications of attorneys to be assigned to the representation. Descriptions should include:

- a. Professional and education background of each attorney.
- b. Overall supervision to be exercised.

- D. **Price.** The Offeror's proposed price should include information on the hourly billing rates of each attorney or other legal staff who is expected to work on this representation and charges for expenses, if any, such as legal research, copies, and faxes. TOL reserves the right to negotiate with the Offeror on the structure of the billing and/or retainer fee.

#### IV. PROPOSAL EVALUATION

- A. **Submission of Quotes.** All quotes shall include one original.
- B. **Evaluation Procedure and Criteria.** The TOL Town Board may request a meeting with some qualified Offerors prior to final selection. Quotes will be reviewed in accordance with the following criteria:
  - 1. **Proposed approach to scope of work.**
  - 2. **Level of experience of the individual(s) identified to work on this matter.**
  - 3. **The Offeror's experience with similar clients and legal matters.**
  - 4. **Cost.**
  - 5. **Interviews (if conducted).**