



Town of Fairhaven
Massachusetts
40 Center Street
Fairhaven, MA 02719

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Requests for Proposals: Legal Services, (Town Counsel) General and Labor

For the period of November 1, 2026 through June 30, 2029

August 2026

Inquiries and Proposals should be directed to:

Keith R. Hickey, Town Administrator Town of Fairhaven
40 Center Street
Fairhaven MA 02719

khickey@fairhaven-ma.gov | 781-979-4107

I. General Information

- a. **Purpose-** This request for proposals (RFP) is to contract legal services to be provided to the Town of Fairhaven (the Town) for the period of November 1, 2026 through June 30, 2029.
- b. **Who May Respond-** Only attorneys who are currently licensed to practice law in Massachusetts and maintain an office in Massachusetts, or law firms including such attorneys, may respond to this RFP. Firms may submit a proposal to be considered for general counsel, labor counsel, or both.
- c. **Instructions on Proposal Submission**
 - i. **Closing Submission Date:** Proposals must be submitted no later than 4:00 pm on Monday, September 21, 2026.
 - ii. **Inquiries-** Inquiries concerning this RFP should be addressed as indicated above. Phone and email inquiries are permitted.
 - iii. **Conditions of Proposal-** All costs incurred in the preparation of the proposal responding to this RFP will be the responsibility of the offeror and will not be reimbursed by the Town.
 - iv. **Instruction to Prospective Respondents-** Proposals should be addressed as directed above. Please submit in a sealed envelope clearly marked in with the following information:
Request for Proposal
Date
Sealed Proposal for Legal Services

It is the responsibility of the offeror to ensure that the proposal is received by the Town by the date and time specified above. Consideration of late proposals is at the discretion of the Select Board

- v. **Right to Reject-** the Town reserves the right to reject any and all proposals received in response to this RFP. A contract for the accepted proposals will be drafted based upon the factors described in this RFP.
- vi. **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 receipt of the proposals. It is expected that the contract shall be for a period of November 1, 2026 through June 30, 2029.

d. **Description of Entity-** Fairhaven is located on the shore of Buzzards Bay and offers beautiful beaches, shopping and dining. Fairhaven features the most magnificent European-style public buildings. Surrounding towns are Acushnet, Mattapoisett and the City of New Bedford.

II. **Scope of Services-** The Offeror shall be readily available to perform the following legal services, as requested by the Select Board, the Town Administrator, or their designee:

1. Review, Draft, and negotiate contracts and leases
2. Advise on legal matters related to municipal government
3. Defend lawsuits, administrative claims, or other legal claims
4. Be available to attend Town Meetings as scheduled
5. Be available to attend Select Board meetings, *if needed*
6. Other legal services as needed

Offeror shall be prepared to submit a detailed billing statement for all services billed at an hourly rate, broken down into time increments of no less than a quarter hour. Offeror shall also include summaries of work performed and time spent on services performed, and by which attorney or staff member.

III. **Proposal Contents-** The Offeror, in its proposal, shall, at 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 clients similar to the Town. Experience should include some municipal government work and other governmental affairs experience.
- b. **Organization, Size, Structure, and Areas of Practice-** If the offeror is a firm, it should describe its organization, size, structure, areas of practice, and office location(s).
- c. **Attorney Qualifications-** the Offeror should describe the qualifications of the attorneys to be assigned for Fairhaven, and identify the lead counsel for Fairhaven. Descriptions should include:
 - i. Professional and Educational background of each attorney
 - ii. Prior experience of the individual attorney(s) with respect to the required experience listed in the RFP. Only include attorney(s) likely to be assigned to the representation.
- d. **Price-** the Offeror's price should include information about the hourly billing rates of each attorney or other legal staff who is expected to work on the representation and charges for expenses, if any, such as legal research, copies, and faxes. The Town reserves the right to negotiate with the offeror on the structure of billing and/or any retainer fee. Offerors are strongly encouraged to submit a separate price proposal for an annual lump sum for general services, excluding litigation, and an annual lump sum for general services including litigation services.

IV. Proposal Evaluation

- a. Submission of Proposals-** All proposals should include one (1) original and two (2) copies.
- b. Evaluation Procedure and Criteria-** the Town's Select Board, in conjunction with the Town Administrator, will review all proposals. The Select Board and or the Town Administrator may request a meeting with qualified Offerors. Proposals 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 with the Town
 - 3. The Offeror's experience with similar clients and legal matters
 - 4. Response from references
 - 5. Cost
 - 6. Interviews
- c. Exemption-** Contracts with labor relations representatives, lawyers or certified public accountants are exempt from Procurement through M.G.L. c. 30B, See M.G.L. c. 30B, § 1(b)(15). The Town reserves the right to negotiate with the offeror on the structure of billing and or any retainer fee, and all other aspects of the selection process if determined by the Town to be in the Town's best interest.

Price Proposal Form

Firm Name: _____

Required Submissions:	FY27	FY28	FY29
Hourly Rate for Lead Counsel	_____/hr	_____/hr	_____/hr
Hourly Rate for Associates	_____/hr	_____/hr	_____/hr
Hourly Rate for Paralegals	_____/hr	_____/hr	_____/hr

(Separate forms can be completed if the rate is different for general counsel versus labor counsel)

(Optional) Submissions, Annual Lump Sum:	FY27	FY28	FY29
General Counsel Only	_____/yr	_____/yr	_____/yr
General Counsel and Litigation Included	_____/yr	_____/yr	_____/yr
General Counsel and Labor Included	_____/yr	_____/yr	_____/yr
General Counsel, Labor, and Litigation Included	_____/yr	_____/yr	_____/yr

(Optional) Additional Price Considerations:

Signature

Title

Date

Contracts with labor relations representatives, lawyers or certified public accountants are exempt from Procurement through M.G.L. c. 30B, See M.G.L. c. 30B, § 1(b)(15). The Town reserves the right to negotiate with the offeror on the structure of billing and or any retainer fee.

Submission Checklist

(Does not need to be submitted; the checklist is intended to assist respondents.)

Y **Price Proposal Form**

Y **List of Municipal References**

Y **Written Proposal that includes:**

- Organization, Size, Structure, and Areas of Practice
- Level of qualifications and experience of all individual(s) identified to work with the Town
- Proposed approach to scope of work
- Experience with similar clients and legal matters