



Town of Manlius Request for Proposals for Town Attorney Services

The Town of Manlius has a policy to periodically review and rebid all professional service contracts to be sure we are engaging contracted services that are in the best interests of our residents. The Town of Manlius plans to execute a contract with a qualified legal firm for three years beginning 1/1/2023.

The Town of Manlius

Manlius is a [town](#) in [Onondaga County](#), The population was 33,712 at the 2020 census, making it the second largest suburb in [metropolitan Syracuse](#).

The Town of Manlius includes a [village](#) also named [Manlius](#), along with the villages of [Fayetteville](#) and [Minoa](#). It is located on the eastern border of Onondaga County.

<https://www.census.gov/quickfacts/manliustownonondagacountynewyork>

The Town is home to Green Lakes State Park, part of the Old Erie Canal, Towne Center shopping center and numerous other business hubs in addition to a multitude of housing subdivisions, farms and open spaces.

Timetable

1. Request for Proposals released 7/28/2022
2. Questions Due 8/11/2022
Submit questions via email to Ann Oot, Town Manager aoot@townofmanlius.org
3. Answers to Questions posted 8/18/2022
4. Proposals due 8/24/2022 by 4:30PM
5. Response to proposals 8/15/2022
6. Interviews will be scheduled with selected firms
7. Contract will be executed in December, effective January 2023

Proposal Requirements

1. Describe the law firm [size, locations, areas of practice] [250 words]
2. Describe the law firm's experience with municipal law matters with particular emphasis on Town Law, and court experience with Article 78 actions [500 words]
3. Identify the individual(s) who will be assigned to the Town of Manlius if the law firm is selected and provide their qualifications and experience [250 words]
4. Describe your firm's approach to managing public hearings, sharing information with residents, and addressing their questions [250 words]
5. Describe your firm's experience working on multi-municipal projects [250 words]

Scope of Work

1. Attend Town Board meetings [24/year] Wednesdays 6:30 PM
2. Provide legal consultation to Town Board members and staff as needed via phone, email and in person approximately 10 hours/week – needs will fluctuate based on issues before the Town. The Town is seeking a firm with some 'surge capacity' to ramp up consultation time/team when litigation is active.
3. Represent the Town in legal proceedings – please explain any limitations/conflicts that may impact your firm's ability to represent the Town
4. Facilitate the negotiation of labor agreements with unionized employees. Currently, the Town of Manlius has a Police Department with a PBA union and a Highway Department with CSEA. Town Hall employees have not unionized.
5. Something else...

Fees

Provide an estimate of fees to deliver the scope of work as described.

Required attachments

1. Resumes of personnel that will be assigned to the Town. Other resumes may be submitted at applicant's option.
2. Rate sheet showing payment rates for partners, associates, paralegals and other personnel likely to be assigned to the Town of Manlius, if the firm is selected.
3. Three Municipal references.

NOTHING CONTAINED IN ANY PROPOSAL SHALL BIND THE PARTIES TO ANY BENEFITS OR OBLIGATIONS. A PROFESSIONAL SERVICE CONTRACT WILL BE ENTERED INTO BY THE TOWN AND THE CHOSEN ENGINEERING FIRM THAT WILL DETAIL THE SCOPE OF WORK AND THE BENEFITS AND OBLIGATIONS OF THE PARTIES.

Submission Process

Proposals must be emailed to Ann Oot, Town Manager aoot@townofmanlius.org by 4:30pm on 8/24/2022 **and** one paper copy must be received by 4:30pm 8/24/2022 addressed to John T. Deer, Town Supervisor, 301 Brooklea Drive, Fayetteville, NY 13066.

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