

REQUEST FOR PROPOSALS

FOR LEGAL SERVICES

TOWN OF STONY POINT

This request for Proposals ("RFP") is issued by the **TOWN OF STONY POINT, NEW YORK ("Town")** to determine the eligibility of experienced Legal Counsel to provide services for the Town of Stony Point. The purpose of this RFP is to establish the identity of individuals and organizations that are qualified for this service.

INTRODUCTION:

The Town of Stony Point, New York ("Town"), desires professional legal services to assist the Town Board and other Town entities such as the Planning and Zoning Boards or officials as necessary. The Town as a municipal entity has many requirements for legal services and only the most qualified professionals who provide the most effective and economical services will be selected.

WORK DESCRIPTION:

General Town legal services will be as follows:

Attend Town Board meetings including workshop meetings (usually 2 meetings per month); attend meeting of town boards and commissions as requested (usually 1 meeting per month for Zoning Board of Appeals and 1 meeting per month of the Planning Board) and provide legal advice to such boards. Attend other town meetings as requested by the Supervisor, provide legal advice to the Supervisor and Town Board and to town departments as requested by the Supervisor, assist with drafting of town contracts, codes, resolutions and other town documents. Assist in preparation and review of formal decisions by town boards and commissions, review claims filed against the town and assist in hiring special counsel to represent the town as necessary and advise the town board on pending litigation.

CONSIDERATION OF PROPOSALS:

Proposals must be received no later than FEBRUARY 17, 2010 at 2:00 o'clock p.m. The Town Board will evaluate the proposals. The Town Board will make a determination based upon the experience and qualifications of the Firm and approach to services. The Firm will be hired by way of a Town Board Resolution to provide such services on or about MARCH 9, 2010.

All Respondents must submit a detailed statement of the services to be performed and the costs and fees anticipated to be incurred. Proposals may include a monthly retainer, and hourly rate or a monthly retainer against which the hourly rate will be billed. The hourly rate may be a blended rate or separate hourly fees for specific services, different attorneys or paralegal services.

APPLICATION SUBMISSION:

All applications become the property of the Town. The Town reserves its right to ask for additional information. Submissions will be promptly reviewed by the Town. Interviews and/or additional information may be requested by the Town. In order to be considered for designation, applications must be submitted to the Town Clerk by FEBRUARY 17, 2010 at 2:00 o'clock p.m.

All proposals should be delivered or mailed to arrive by the appointed date to:

JOAN SKINNER, TOWN CLERK
74 East Main Street
Stony Point, New York 10980