



SOUTH CENTRAL REGIONAL COUNCIL OF GOVERNMENTS

*Planning for Our Region's Future*

Bethany Branford East Haven Guilford Hamden Madison Meriden Milford  
New Haven North Branford North Haven Orange Wallingford West Haven Woodbridge

Carl J. Amento, Executive Director

**South Central Region Council of Governments:  
General Counsel  
Request for Quotes**

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June 18, 2024

## **1.0 GENERAL INFORMATION**

### **1.1 INTRODUCTION**

The South Central Regional Council of Governments (SCRCOG) is seeking quotes from qualified law firms and/or attorneys to provide general counsel. This RFQ is intended to result in a contract with a qualified law firm or attorney that can provide timely and effective legal support as needed.

### **1.2 ISSUING ORGANIZATION**

SCRCOG is a regional planning organization representing 15 municipalities in South Central Connecticut. The municipalities within the region are Bethany, Branford, East Haven, Guilford, Hamden, Madison, Meriden, Milford, New Haven, North Branford, North Haven, Orange, Wallingford, West Haven and Woodbridge. The primary focus of SCRCOG is to coordinate planning on a regional basis, while fostering communication and collaboration among its member municipalities in identifying and addressing regional issues.

### **1.3 INFORMATION AND INQUIRIES**

Updates and amendments to this RFQ will be posted at <http://scrcog.org/>.

Inquiries regarding this RFQ must be submitted in writing and delivered by July 9 via e-mail or mail to:

Laura Francis  
South Central Regional Council of Governments  
127 Washington Avenue, 4<sup>th</sup> Floor West  
North Haven, CT 06473  
[lfrancis@scrcog.org](mailto:lfrancis@scrcog.org)

SCRCOG will post responses to the inquiries received at <http://scrcog.org/> by July 11.

### **1.4 RESPONSE DATE**

Responses to this RFQ must be received by **12:00 P.M. on July 18, 2024**.

### **1.5 AWARD AND REJECTION OF QUOTES**

This RFQ does not commit SCRCOG to award a contract, or to procure, or to contract for services. Notwithstanding any other provisions of this RFQ, SCRCOG reserves the right to award this contract to the Firm/Attorney that best meet the requirements of the RFQ, and not necessarily to the RFQ with the lowest price proposal. SCRCOG reserves the right to accept or reject any or all quotes received as a result of this request; to negotiate with all qualified firms/attorneys; or to cancel in part or in its entirety this RFQ if it is in the interests of SCRCOG.

SCRCOG may request the selected Firm/Attorney to participate in negotiations and to submit any price, technical, or other revisions to the quote as may result from the negotiations.

## **1.6 AMENDMENTS TO THE RFQ**

In cases where amendments to this RFQ may become necessary, a supplement will be posted to the South Central Regional Council of Governments website: <http://scrcog.org/>. It is the responsibility of the Firm/Attorney to ensure that all requirements of the RFQ are met prior to submittal of the proposal.

## **1.7 COST OF QUOTE PREPARATION**

No reimbursement will be made by SCRCOG for any costs incurred in the preparation of a quote.

## **1.8 QUOTE TO BE IN EFFECT**

The quote shall state that it is valid for a period of not less than sixty (60) days from the date of receipt.

## **1.9 EQUAL OPPORTUNITY REQUIREMENTS**

The Firm/Attorney awarded the contract under this RFQ, must meet all Municipal, State and Federal affirmative action and equal employment opportunity practices. This includes compliance with E.O. 11246, "Equal Employment Opportunity," as amended by E.O. 11375, "Amending Executive Order 11246 Relating to Equal Employment Opportunity," and as supplemented by regulations at 41 CFR part 60, "Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor."

## **2.0 SCOPE OF SERVICES**

The selected Firm/Attorney will be required to provide a range of legal services on an as-needed basis, including but not limited to:

- General legal advice
- Contract review and negotiation
- Employment law
- Regulatory compliance
- Litigation support
- Agency governance

## **3.0 SUBMISSION REQUIREMENTS**

Prospective Firms/Attorneys are asked to submit responses in five parts: Firm/Attorney Overview, Qualifications & Experience, Approach & Methodology, Fee Structure, and References.

### **Firm/Attorney Overview**

- Name of the firm/attorney
- Contact information
- Brief history and overview of the firm/attorney

## **Qualifications and Experience**

- Description of qualifications and experience in the areas outlined in the scope of services
- List of key personnel and their resumes
- Examples of similar work performed for other clients

## **Approach and Methodology**

- Description of the approach to providing general counsel
- Methodology for managing and prioritizing client needs

## **Fee Structure**

- Detailed fee structure, including hourly rates for various levels of staff
- Any additional costs or expenses that may be incurred

## **References**

- At least three references from clients who have received similar services

## **4.0 EVALUATION CRITERIA**

Proposals will be evaluated based on the following criteria:

- Qualifications and experience
- Quality and relevance of past work
- Proposed approach and methodology
- Fee structure and overall cost-effectiveness
- Feedback from references

## **5.0 SUBMISSION OF PROPOSALS**

Proposals should not exceed 15 pages in length. Three (3) copies along with a digital copy of the response to the RFQ must be addressed to:

Laura Francis  
South Central Regional Council of Governments  
127 Washington Avenue, 4<sup>th</sup> Floor West, North Haven, CT 06473

The sealed envelope must bear, on the outside, the name of the Firm/Attorney and mailing address. The quote must be received no later than **12:00 P.M. on July 18, 2024**. Quotes received after the date and time prescribed shall not be considered for contract award.

## **6.0 GENERAL PROVISIONS**

- All work shall be performed in accordance with all Federal, State, and Municipal laws and regulations.
- The selected Firm/Attorney shall uphold the highest professional standards in all dealings with contractors, suppliers, vendors, engineers, other contractors, entity officials, elected officials, public officials, SCRCOG employees, and all others when representing SCRCOG.
- The selected Firm/Attorney shall be responsible for identifying, certifying and adhering to any changes in Federal, State and Municipal laws and/or provisions that occur throughout the term of the Contract issued pursuant to this RFQ and the performance of the work.
- The selected Firm/Attorney shall provide all necessary office space, office supplies, copy and fax machines, communication devices, computer software, hardware and equipment, vehicles and any and all other items necessary to successfully complete the work contemplated in this RFQ.

## **6.1 INSURANCE/INDEMNIFICATION**

The selected Firm/Attorney must maintain insurance, which meets all the necessary Federal and State requirements as part of this Agreement. The specific provisions concerning Insurance and Indemnification will be outlined in the contract between the selected Firm/Attorney and SCRCOG.

## **6.2 DISCLAIMER**

SCRCOG makes no representation or warranty and assumes no responsibility for the accuracy of the information set forth in this RFQ. Further, SCRCOG does not warrant nor make any representations as to the quality, content, accuracy or completeness of the information, text, graphics, links or other facet of this RFQ once it has been downloaded or printed from this or any server, and hereby disclaims any liability for technical errors or difficulties of any nature that may arise in connection with the Website on which this RFQ is posted, or in connection with any other electronic medium utilized by respondents or potential respondents in connection with or otherwise related to the RFQ.