

TOWN OF YORKTOWN
WESTCHESTER COUNTY

REQUEST FOR PROPOSALS

GENERAL MUNICIPAL LEGAL SERVICES
TOWN ATTORNEY

PROPOSALS DUE: Monday, April 16, 2018, 11:00 A.M.

ILAN D. GILBERT, SUPERVISOR
VISHNU V. PATEL, COUNCILMAN
THOMAS P. DIANA, COUNCILMAN
EDWARD H. LACHTERMAN, COUNCILMAN
ALICE E. ROKER, COUNCILWOMAN

DIANA L. QUAST, RMC, TOWN CLERK

363 UNDERHILL AVENUE
YORKTOWN HEIGHTS, N.Y. 10598

March 2018

GENERAL MUNICIPAL LEGAL SERVICES
TOWN ATTORNEY

TOWN OF YORKTOWN
COUNTY OF WESTCHESTER

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It is the Town’s intention to select a single attorney or firm to provide Town Attorney services described under Specifications, Part 1 and Specifications Part 2. See “Instructions to Bidders, Section 9” for details on the form of the proposal that should be submitted.

ADVERTISEMENT FOR REQUEST FOR PROPOSALS

Town of Yorktown
Town Hall
363 Underhill Avenue
Yorktown Heights, New York 10598

NOTICE IS HEREBY GIVEN that the Town of Yorktown will be accepting sealed request for proposals for TOWN ATTORNEY and GENERAL MUNICIPAL LEGAL SERVICES within said municipality. Request for proposals will be received by the Town Clerk of the Town of Yorktown at the Office of the Town Clerk, Town Hall, 363 Underhill Avenue Yorktown Heights, New York 10598 until 11:00 a.m. local prevailing time on April 16, 2018 and then at said office shall be publicly opened and read aloud.

Copies of information for those persons submitting proposals (hereinafter, “bidders”), including Information for Bidders, General Conditions, Specifications, non-collusive bidding certification, and other documents included as part of this request for proposal (RFP) may be obtained at the Office of the Town Clerk, Town Hall, 363 Underhill Avenue, Yorktown Heights, New York 10598. This information will also be posted on the Town of Yorktown’s website at www.yorktownny.org.

The Town of Yorktown, hereinafter called the “Town,” reserves the right to reject any or all proposals and to waive any formality or technicality in any request for proposal in the interest of the Town.

STATEMENT OF NON-COLLUSION

Bidders on the Contracts are required to execute a non-collusion bidding certificate pursuant to Section 103(d) of the General Municipal Law of the State of New York.

STATEMENT OF EQUALITY

The Town of Yorktown hereby notifies all persons submitting proposals that it will affirmatively insure that in regard to any Contract entered into pursuant to this advertisement, qualified bidders will be afforded full opportunity to submit request for proposals in response to this invitation and will not be discriminated against on the grounds of race, creed, color, national origin, sex, age, disability or marital status in consideration for an award.

BY ORDER OF THE TOWN BOARD OF THE TOWN OF YORKTOWN

DIANA L. QUAST, RMC,
TOWN CLERK
TOWN OF YORKTOWN

INSTRUCTIONS TO BIDDERS

REQUIREMENTS OF REQUEST FOR PROPOSAL AND DELIVERY

ALL PROPOSALS MUST BE SUBMITTED ON THE FORMS ANNEXED HERETO AND IN ACCORDANCE WITH PROVISIONS CONTAINED HEREIN

1.0 Receipt an opening of request for proposals

The Town of Yorktown invites proposals from qualified Attorneys with significant experience in municipal law matters, for GENERAL MUNICIPAL LEGAL SERVICES/TOWN ATTORNEY, as more fully described in the “General Conditions,” Specifications – Part 1, and Part 2. Proposals will be received at the office of the Town Clerk until the time stated in the Advertisement for Request for Proposals, and then at said place will be publicly opened and read aloud. Proposals received after the specific time will not be considered. A proposal may be withdrawn prior to the specified time for public opening. No proposal may be withdrawn after the time set for public opening. If the proposal is sent by mail, the Vendor shall be responsible for actual delivery of the proposal to the proper office before the deadline. Any proposal received after the deadline by any delivery method will not be opened. All electronically transmitted proposals will be disqualified.

It is the Town’s intention to select a single attorney or firm to provide municipal services described under Specifications, Part 1 and Specifications, Part 2. A second attorney or firm may be selected to provide the prosecutorial legal services.

2.0 Complete Proposals Required

Vendors are required to provide all of the information requested in this RFP as well as any additional information or alternates requested. It is the Bidders responsibility to address all requested information thoroughly and to articulate clearly the benefits of the proposed service in meeting the needs of the Town of Yorktown and the evaluation criteria established in this document. While the Town of Yorktown may solicit additional information during the evaluation of the RFP’s, the Town of Yorktown will not be responsible for any omissions on the part of the Bidder. Vendors are cautioned to read the requirements carefully and follow the response format of this Request for Proposal, as any deviation from the format and requirements listed may be cause for rejection. No proposal will be accepted which contains any changes, additions, omissions or erasures, unless otherwise stated.

3.0 Number of Copies

Bidders are requested to submit seven paper copies of their proposals and one digital copy. Digital copies must be submitted on a USB flash drive. All digital proposals must be submitted in wpd, doc or PDF format.

4.0 Preparation of Proposal

4.1 Sealed envelope. Each bid shall be prepared on the forms contained herein, and the required number of copies submitted in one or more sealed opaque envelope(s). The envelope shall have the following information on the outside:

(4.1.1) Proposal for “TOWN ATTORNEY” and “GENEREAL MUNICIPAL LEGAL SERVICES” with attachments.

(4.1.2) The name and address of the person/firm submitting the Proposal.

4.2 Proposals which are forwarded by mail must be enclosed in a separate envelope addressed as follows:

Proposal for:

GENERAL LEGAL SERVICES/TOWN ATTORNEY
Attn: Town Clerk
Town of Yorktown
363 Underhill Avenue
Yorktown Heights, New York 10598

4.3 Form of proposal. All blank spaces on the “Annual Fee for Legal Services Proposal Form” must be filled in. All prices provided on the Form, and accompanying sheets must be specified in both words and figures. Proposals must be signed in ink by the bidder and properly acknowledged as specified on the form. Proposals which are incomplete, conditioned or obscure, or which contain additions not called for, erasures, alterations, ambiguities or irregularities of any kind may be rejected as informal. Narratives or additional information provided by the bidder shall be in a legible font size, which typically shall be a 12-point font.

4.4 Non-Collusion Certificate. Each Proposal must be accompanied by a non-collusion certification as required by General Municipal Law Section 103(d). The certification shall be signed by the bidder. A copy of non-collusion certification is annexed hereto.

4.5 The Proposal shall include the following information:

- Sealed envelope properly labeled
- Written Proposal including all information requested under Item 5, below
- Annual Fee for Legal Services Proposal Form
- Fee Schedule and Hourly Billing Rates
- Non-collusion certification
- Bidder Information Form
- Municipal References
- Disclosure of Interests Form

5.0 Proposal Content

On a separate sheet, provide a description of your firm, the firm's capabilities and experience, including the following information:

- 5.1. Name, Address, and Telephone number of the Attorney (include local office address, if different).
- 5.2. Name of Contact Person, Address, and Telephone number.
- 5.3. Narrative about the history of the firm.
- 5.4. Date of inception.
- 5.5. Detailed resume of persons proposed to work directly with the Town of Yorktown
- 5.6. Provide detailed resumes and indicate level of responsibility of each person professional staff only). Resumes are to include educational qualifications and previous work assignments that relate to this RFP. Additionally, resumes should note any publication experiences of personnel, special training or education of personnel, etc.
- 5.7. Narrative about the resources of the Attorney.
- 5.8. A description of Clerical and Support Staff.
- 5.9. Library and Research Capabilities.
- 5.10. Technology Support – Computers, Printers, and other equipment.
- 5.11. Expectations regarding adequate notice for meetings with Town personnel.
- 5.12. Any potential conflicts of interest in representing the Town.
- 5.13. Specific detailed litigation experience and include dates of when services were performed.
- 5.14. Experience with the areas of law described under “General Conditions” and “Specifications” contained herein.
- 5.15. Experience in the area of tort defense.
- 5.16. Prior jury trial experience and include dates of when services were performed.
- 5.17. Identify all municipal entities that you currently represent.
- 5.18. Identify all municipal entities that you have represented in the past seven years.
- 5.19. Other information that the proposer may wish to provide.

6.0 Reference Evaluation

A listing of five current or recent references of similar work must be furnished along with the proposal. Include the name, telephone number, and address of a contact person who may be contacted for verification of all data submitted. The following criteria (6.1 through 6.8) shall be considered either satisfactory or unsatisfactory and will be used as relevant inquiries of each reference.

- 6.1. Overall performance: Would you hire this firm again? Did they show the skills required to complete the required tasks? Were the right attorneys assigned to the case?
- 6.2. Timetable: Were the projects completed within the specified time? Were the interim deadlines met in a timely manner? Were telephone calls returned in a timely manner?
- 6.3. Completeness: Were the attorneys responsive to client needs? Did they anticipate problems? Were the problems solved quickly and effectively?

- 6.4. Budget: Were cases resolved within the estimated cost?
- 6.5. Working Relationship: Were the attorneys readily available, knowledgeable, thorough, creative, and result oriented?
- 6.6. Written Documents: Were the court pleadings, etc., well drafted, succinct and to the point? Were they complete?
- 6.7. Litigation and Courtroom Skills: Were the attorneys effective in court, well prepared, courteous, and efficient? How were they received by witnesses, attorneys, juries, and judges?
- 6.8. Expertise: How strong is the attorney's expertise in terms of the state of the law, recent developments and in applying the law to the facts?

7.0 List of Attorneys

Bidder is required to provide a listing of attorneys, along with resumes for any attorneys that will be assisting in providing legal services pursuant to this RFP, or any contract which results from this RFP.

8.0 Conflicts of Interest

As part of your submission, list any potential conflicts your firm might have due to work being done for outside parties. This should include but not be limited to private developers working in the Town of Yorktown or other work being done by your firm with others doing business in the Town.

9.0 Form of Proposal

The Proposal submitted should include the following information regarding the annual cost of legal services:

- 9.1. A lump sum price to provide the services described in the "Legal Service Specifications – Park 1" section. The lump sum cost should be provided on the "Form of Proposal" provided in this RFP.
- 9.2. On a separate sheet provide a detailed hourly fee schedule showing the rates for each of the professional or clerical staff for each individual that will be provided other legal or clerical service to the Town of Yorktown for legal services that are described in "Legal Service Specifications – Park 2."
- 9.3. On a separate sheet provide a list of any miscellaneous costs for which the Attorney may seek reimbursement including:
 - Copying
 - Photographs
 - Overnight delivery at actual cost, however, reimbursement for overnight delivery shall not be made unless the matter is time sensitive
 - Filing fees, stenographic services, process service fees, and court costs which shall only be reimbursed at actual cost

9.4. Identify any exceptions to the list of out-of-pocket costs for which the Attorney may seek reimbursement; however, a reasonable cost cannot be determined at this time such as expert witness fees.

10.0 Addenda and Interpretation

No interpretation of the meaning of the specifications or other RFP documents will be made to any bidder orally. Every request for such interpretations should be in writing addressed to the Town Clerk of the Town of Yorktown, 363 Underhill Avenue, Yorktown Heights, New York, 10598, and to be given consideration must be received at least five (5) days prior to the date fixed for the opening of the proposals. Any and all such interpretations and any supplemental instructions will be in the form of a written addendum to the specifications which, if issued, will be sent by facsimile and e-mail to all prospective bidders (at respective address furnished for such purposes), not later than three (3) days prior to the date fixed for the opening of the proposals. Failure of any bidder to receive any such addendum or interpretation shall not relieve such bidder from any obligation under his proposal submitted. Any addenda so issued shall become part of the contract document.

11.0 Deviations from Specifications

Differences or variances from specifications shall be listed separately from the proposal, and enclosed with the proposal and made a part hereof.

12.0 Duration of Proposal

Prices and Proposal shall remain firm and effective for at least sixty (60) days from the date of the opening of Proposals.

13.0 Proposal Price

The prices quoted are to include the complete cost of providing the specified item including taxes, and all other incidental charges. It is expressly called to bidder's attention that Proposals are to be complete in all respects and that no extras of any kind are allowed. Prices shall be quoted as written in numbers and words. Where discrepancies occur, the words will govern.

14.0 Taxes

The Proposal price shall not include any excise or sales taxes from which the municipalities are exempt.

15.0 Preservation of Town Award Rights

It is the Town of Yorktown's intention that the Proposal will be awarded based on a combination of qualifications and Proposal price. The municipality reserves the right to select the Proposal, or any separate part thereof if separable, the acceptance of which will best serve the interest of the municipality or to reject any and all Proposals and to re-advertise for Proposals. The municipality specifically reserves the right to waive any informality of the Proposals tendered.

16.0 Liability of Errors

While the Town of Yorktown has used considerable efforts to ensure an accurate representation of information in this RFP, all Bidders are urged to conduct their own investigations into the material facts and the Town of Yorktown shall not be held liable for any error or omission in any part of this RFP.

17.0 Selection of Proposal

The Town of Yorktown reserves the right to select a proposal other than the proposal with the lowest cost, reject any and all proposals, to waive defects in the submission whether substantial or otherwise, request modifications to proposal, to award a contract in part or in full, or not at all.

18.0 Financial Stability

The successful Bidder must demonstrate financial stability. The Town of Yorktown reserves the right to conduct independent background checks to determine the financial strength of any and all organizations or individuals submitting proposals.

19.0 Qualifications of Bidders

The municipality may make such investigations as it deems necessary to determine the ability of the bidder to supply the items, and the bidder shall furnish the municipality all such information and data for this purpose as the municipality may request. The municipality reserves the right to reject any Proposal if the evidence submitted by or investigation of such bidder fails to satisfy the municipality that such bidder is properly qualified to supply the items. Conditional Proposals will not be accepted.

20.0 Shortlist

Unless there is a single successful Bidder based on the responses, the evaluation procedure will be to develop a shortlist based on the stated evaluation criteria. The shortlist of Bidders may be asked to participate in an interview/prepare a presentation and/or provide additional information prior to the final selection.

21.0 Reimbursement of RFP Costs

Costs associated with the preparation of a proposal, including but not limited to any transportation costs to any subsequent interviews shall be the sole responsibility of the bidder.

NOTE: Additional requirements may be found in the “General Conditions” and “Specifications” annexed hereto.

GENERAL CONDITIONS

The Town of Yorktown is seeking a qualified Attorney/firm with significant experience in municipal law matters, to provide GENERAL MUNICIPAL LEGALSERVICES/TOWN ATTORNEY. The Proposal submitted should include a lump sum price to provide the services described in the "Legal Service Specifications – Part 1" section of this RFP. On a separate sheet for each, provide a detailed schedule of rates for all partners, associates or employees sheet, for legal services described in "Legal Service Specifications – Part 2". Finally, bidders should include a list of any miscellaneous costs for which the Attorney may seek reimbursement.

The following General Conditions apply to all bidders, all Proposals submitted in response to this RFP, and all subsequent contracts.

1.0 Qualifications of Bidder

- 1.1. The Successful Bidder shall be an Attorney, duly admitted to practice law by the State of New York, with a current and valid registration, with a minimum of 5 years' experience. The Town expects that all legal work will be done by, or under the direct supervision of an Attorney with the aforementioned qualifications. The Attorney shall be personally and corporately responsible for the actions of his or her legal staff.
- 1.2. The Attorney shall perform full-time services on behalf of the Town and shall be an Officer and Employee of the Town of Yorktown.

2.0 Limitations on Work during Tenure

- 2.1. The Town Attorney must agree not to perform any private consulting work representing any individual or corporation making application to, or appearing before any Board or other instrumentality of Yorktown while serving as Town Attorney.
- 2.2. Attorney shall not employ independent consultants, associates, or subcontractors to represent or provide legal services to the Town of Yorktown without the express consent of the Town.
- 2.3. The Town of Yorktown shall not be responsible for any physical injuries or death to the Attorney's agents, servants, or employees or to any other person or for damage to any property sustained during the consulting Attorney's operations and work under any subsequent contractual agreement between the Town and the consulting Attorney resulting from any omission of action, commission of acts or error in judgment of any of the Attorney's employees, agents, servants, or independent contractors or sub-contractors. The Town shall not be responsible for the safety and protection of the consulting Attorney's employees. The consulting Attorney shall hold harmless and indemnify the Town from liability upon any and all claims for damages on account of such injuries or death to any such person or damages to property on account of any neglect, fault or default of the consulting Attorney, its officers, trustees, employees, agents, servants, or independent contractors or subcontractors to the extent set forth in the Insurance Requirements, contained in this request for Proposals.

3.0 Contract

- 3.1. Acceptance of Proposal. The Town of Yorktown at its option may notify a Bidder in writing that its proposal has been accepted and such acceptance shall, at the Town of Yorktown's option, constitute the making of a formal contract for the services set out in the RFP. Alternatively, the subsequent full execution of a written contract shall constitute the making of a contract for services, and no Bidder shall acquire any legal or equitable rights or privileges whatsoever relative to the services until the Town of Yorktown has delivered wither a signed notice in writing to the Bidder or a fully executed written Contract to the Bidder.
- 3.2. The Town desires to enter into a professional services contract as the "Contract for Legal Services" in the general form attached to this RFP. Within twenty-one days of the issuance of a notice of award, the Contractor shall execute a Professional Services Contract, in the form attached hereto or as may be amended by mutual agreement, for the performance of the services identified in this Proposal.
- 3.3. Unless otherwise agreed for a specific task and based on time and material in accordance with the submitted hourly fee schedule, compensation for services rendered will be an annual salary set by the Town Board of the Town of Yorktown which is in the sum of \$ for the year 2018. For specific legal services not covered under the "Specifications" list of services for which a lump sum proposal has been submitted, the Town may request a fixed fee or a not-to-exceed fee on any given project, subject to any conditions and exceptions agreed to by the parties.
- 3.4. Duration. It is intended that this Contract will be for duration in accordance with the Town Law of the State of New York. The Contract for legal services may be terminated by either party by thirty days written notice. The Contract will provide for annual review of compensation and evaluation of performance. The Contract is nonexclusive and allows the Town to obtain legal services from other providers if, for any given project, it determines such services to be necessary.
- 3.5. Contractual Relationship. No contractual relationship that results from this request for this proposal shall impose any liability or duty on the Town of Yorktown for the acts, omissions, liabilities or obligations of the Town Attorney, or any person, firm, company, agency, association, expert, consultant, independent contractor, specialist, trainee, employee, servant, or agent of the Town Attorney or for the payment of taxes or benefits of any nature including, but not limited to, health insurance, sales tax, unemployment insurance, worker's compensation, disability benefits and Social Security.
- 3.6. Use of Other Legal Services. Any contractual relationship that results from this request for Proposals shall in no way limit whatsoever the Town's rights and abilities to use other attorneys to provide legal services for any reason.
- 3.7. Payment. The Town Attorney shall be paid in accordance with the schedule for payments of salary established by the Town Board.

3.8. Negotiation Delay. If any contract cannot be negotiated within sixty (60) days of notification to the designated Bidder, the Town of Yorktown may terminate negotiations with that Vendor and negotiate a contract agreement with another Vendor of its choice.

3.9. Subcontracting. The successful Bidder shall not assign or transfer any part of the contract, or any right or privilege granted hereunder, without the prior written consent of the Town of Yorktown.

4.0 General Requirements of Services

4.1. The Attorney shall provide monthly billing statements based on logs kept by any individual for which payment is sought, which clearly indicate personnel and work performed, with dates and hours, categorized for each item on the list of services.

4.2. The selected Attorney will be expected to provide the Town with copies of all work product without limitation which shall include legal opinions, reports, analyses, correspondence, and any other documents produced in connection with the consulting relationship with the Town in printed form as well as in electronic form, as requested. The Town shall own all rights, title and interest, including all copyrights and intellectual property rights, to all documents that are created in connection with the consulting relationship with the Town. The Attorney shall provide all material prepared for each work project to the Town directly. No information shall be released to any party other than the Town without the approval of the Town.

5.0 Insurance

5.1. It is a requirement of the Town of Yorktown that the Bidder shall procure and maintain at his own expense, and without expense to the Town of Yorktown, the insurance specified in this RFP, and shall maintain said insurance for all work performed pursuant to any contract which results from acceptance of a proposal submitted pursuant to this RFP. The Contractor shall file with the Town of Yorktown, within fourteen (14) days of the issuance by the Town of a notice of award, proof of insurance, as described herein, in a form acceptable to the Town. The insurance certificate evidencing the required insurance coverages shall include a provision that such insurances shall not be cancelled without 30 days prior written notice to the Town, and shall list the Town as additionally insured.

5.2. The consulting Attorney, its agents, employees, contractors and subcontractors shall comply with all applicable State, federal, and local laws, rules and regulations, including, but not limited to:

5.2.1. Worker's compensation insurance;

5.2.2. Comprehensive general insurance; and

5.2.3. Automobile liability insurance (including contractual liability coverage);

5.2.4. Professional liability insurance;

5.2.5. Minimum wage requirements;

5.2.6. Unemployment insurance requirements of the Labor Law;

5.2.7. Federal and state employment taxes.

6.0 Miscellaneous Provisions

- 6.1. Compliance With Laws. This RFP and any contract entered into between the Bidder and the Town of Yorktown shall be governed by and in accordance with the laws of the State of New York and the United States of America. The Vendor shall comply with all the laws applicable to the work or the performance of work in this RFP. Conviction of any violation of Federal, State, or Local Law shall be reasonable cause for the Town of Yorktown to terminate any contract.
- 6.2. Labor Law, Prevailing Wages. The successful Bidder, at its sole cost and expense, shall comply with all provisions of the New York State Labor Law, especially as it pertains to the payment of prevailing wages including, without limitation, Articles 8, 8-A and 9 thereof, the lien of law, the worker's compensation law and all other laws or ordinances affecting this Contract.
- 6.3. Employees. Each employee of the successful Bidder shall be a citizen of the United States or an alien who has been lawfully admitted to the United States for permanent residence, as evidenced by an alien registration receipt card. The Bidder will supervise and train its staff to perform their duties and to conduct themselves in an orderly and professional manner at all times.
- 6.4. The firm shall provide its own electronic equipment, library, clerical, professional and support staff necessary to provide the services described herein.
- 6.5. Record Keeping. The selected Attorney under contract to provide legal services shall maintain complete legal records and files on any matter in which they have rendered services to the Town. All such records compiled by the Attorney pursuant to any contract in furtherance of this RFP shall revert to the Town of Yorktown upon termination of the contract, including but not limited to pleadings, transcripts, written reports, studies, computer printouts, graphs, charts, plans and all similar recorded data.

7.0 General Scope of Services

- 7.1. The successful bidder shall have substantial knowledge and experience in the interpretation and application of state and federal laws as they relate to municipal corporations and municipalities.
- 7.2. The successful bidder shall have knowledge of Roberts Rules or Order as it relates to Parliamentary duties at public meetings.
- 7.3. The successfully bidder shall have experience in all aspects of contract law.
- 7.4. The successful bidder shall have experience in the New York State Environmental Quality Review Act, otherwise known as SEQRA.
- 7.5. The successful bidder shall maintain knowledge of issues facing the Town of Yorktown and be prepared to offer legal opinions.

LEGAL SERVICES SPECIFICATIONS PART 1

The Town is seeking proposals from qualified attorneys to provide General Municipal Legal Services to the Town of Yorktown, including legal services to the Town Board, Planning Board, Zoning Board of Appeals, Assessor's Department, Highway Department, Building Department, Architectural Review Board and such other departments as may be requested.

A general description of services for Legal Service Specifications – Part 1 is provided below.

- 1.0 General Advice to the various Boards and Management Staff
Provide general advice and opinions on a variety of legal issues involved in the operation of municipal government to the elected officials, appointed officials and management staff. This would include, but not be limited to, interpretation of municipal laws and regulations, drafting and/or reviewing competitive procurement instruments, and drafting legal documents such as contracts and indemnification agreements. The Attorney will be expected to issue written legal opinions to the Town at the agreed upon time.

- 2.0 Attendance at Town Board Meetings
The Attorney shall annually attend 48 meetings of the Town Board to provide guidance and legal advisory opinions on legal issues that may arise.
 - 2.1. The Attorney shall prepare, or assist in the preparation of all resolutions and motions for Town Meeting action.
 - 2.2 The Attorney shall act as Parliamentarian during meetings.

- 3.0 Freedom of Information and Open Meetings Law
The Attorney shall provide written advisory opinions to elected officials, appointed officials and management staff when requested on issues involving Public Officers Law, Article 6 and Article 7.

- 4.0 Ethics and Conduct
The Attorney shall provide written advisory opinions to elected officials, appointed officials and management staff when requested on issues involving General Municipal Law Article 18. When requested, the Attorney shall counsel individuals on ethics, conflict of interests or conduct within the workplace.

- 5.0 Coordination with Other Legal Service Contractors
Lead in the identification, selection and management of legal services to be rendered by independent special counsel.

- 6.0 Proactive Legal Advice
Keep abreast of changes in law and other factors impacting municipal government. Provide guidance to department managers and others through memoranda on matters that will improve understanding of legal issues and municipal operations.

7.0 Contracts

Prepare, or assist in preparing Contracts and Professional Service Agreements for contractors and vendors providing services to the Town of Yorktown. Review on behalf of the Town of Yorktown contracts provided by others including, but not limited to, State Agencies.

8.0 Highway Department

The Attorney shall provide legal opinions to the Highway Department as requested, and periodically prepare on behalf of the Department such correspondence as may be requested.

9.0 Planning Department

Provide legal support services to the Planning Department as requested, including but not limited to provide legal advisory opinions and interpretation of the Yorktown Town Code.

10.0 Planning Board Services

Provide legal support services to the Planning Board. The selected consulting Attorney will provide written legal opinions of and answer inquiries relating to site plans, subdivision plans, land improvement plans, land disturbance plans, and construction plans (collectively "development plans") for projects proposed by applicants to be developed in the Town of Yorktown.

10.1. Meeting Attendance and Participation: The selected Attorney will be expected to attend Planning Board regular monthly meetings, and other meetings as may be periodically requested, at which time the Attorney shall be prepared to respond to questions on matters before each of the Boards.

10.2. Prepare, or assist in the preparation of easements, including but not limited to drainage easements, water easements and conservation easements.

10.3. Oversee and assist in the formation of any deed transferring ownership of any parcels or lots to the Town of Yorktown by means of fee-simple or as otherwise determined appropriate by the Town.

10.4. Review title reports.

10.5. Advise on the meaning and application of the Yorktown Town Code, or any State or federal laws.

10.6. The consulting Attorney may be requested to meet with Town Hall personnel from time to time, or to assist Town personnel in meetings with developers and property owners to discuss proposed projects.

10.7. The consulting Attorney may be requested to meet with developer and property owners from time to time to discuss proposed projects.

10.8. The Attorney will be expected to review, as may be submitted each month, plans, reports and other materials submitted to the Planning Board related to any legal issues in a timely manner, without unreasonable delays, identify additional information required from the applicant, and recommend courses of action, as required. Materials are typically submitted two weeks prior to the regular meeting.

10.9. The Attorney will be expected to issue written legal opinions to the Town at the agreed upon time.

10.10. Prepare, or assist in the preparation of resolutions as may be requested.

11.0 Zoning Board of Appeals

Provide legal support services to the Zoning Board of Appeals as requested, including but not limited to provide legal advisory opinions, and administrative issues, and interpretation of the Yorktown Town Code and related state and federal laws.

11.1. Meeting Attendance and Participation: The selected Attorney will be expected to attend Zoning Board of Appeals regular monthly meetings, and other meetings as may be periodically requested, at which time the Attorney shall be prepared to respond to questions on matters before the Zoning Board of Appeals.

11.2. Prepare, or assist in the preparation of resolutions as may be requested.

12.0 Building Department

Provide legal support services to the Building department as requested including, but not limited to, providing legal advisory opinions, and interpretation of the Yorktown Town Code.

13.0 Architectural Review Board

Provide legal support services to the Zoning Board of Appeals as requested including, but not limited to, providing legal advisory opinion and administration issues and interpretation of the Yorktown Town Code and related state and federal law. The Attorney will be expected to attend meetings when requested and to be prepared to respond to questions at those meetings.

14.0 The Town Attorney shall be available to attend, and shall attend when requested, all regularly scheduled meetings of the Board of Assessment Review and shall be available to the Town Assessor to discuss any and all legal matters that may emanate from that office.

15.0 The Town Attorney shall be available to and shall meet with Town Special District's and shall advise them and the Town Board on issues concerning the operation and maintenance of various Town Special Districts; shall review all contracts entered into by the Town with respect to Special District issues; shall review, negotiate and approve all agreements between the Town/Special Districts and third party operators.

16.0 The Town Attorney shall be available to and shall meet with the Town Clerk, Receiver of Taxes, Assessor and Comptroller and shall provide guidance to these individuals with regard to a wide range of legal and procedural issues including, but not limited to, Freedom of Information Law compliance, licensing and reporting requirements.

17.0 The Town Attorney shall be available to and shall meet regularly with the Town's recreation personnel; shall consult on programmatic matters and shall be available to the Town's recreation personnel for guidance on matters of safety and liability; shall draft or approve all engagement agreements with outside vendors.

18.0 The Town Attorney's duties and responsibilities may be supplemented or amended from time to time by the Town Board.

LEGAL SERVICE SPECIFICATIONS – PART 2

The Town is seeking Proposals from qualified attorneys to provide General Municipal Legal Services to the Town of Yorktown including legal services to the Town Board, Town Planning Board, Town Zoning Board of Appeals, Assessor's Department, Highway Department, Building Department, and such other departments as may be requested.

A general description of services for Legal Service Specifications – Part 2 is provided below.

1. Tax certiorari litigation. Provide legal services in the defense of tax certiorari.
2. Collective Bargaining and Labor Relations. Provide assistance to the Town Supervisor and Town Board in the negotiation of collective bargaining agreements with municipal labor unions. Provide general guidance and assistance to the Town Supervisor, Town Board and Town management staff on labor and employee issues. Defend the Town's actions before any independent arbitrators, Department of Civil Service, Courts or others for any labor actions.
3. General Litigation and/or Lawsuits. Provide for the defense of the Town of Yorktown, its Boards, Departments, elected officials, appointed officials, and employees against any general litigation or lawsuits and field against same in the performance of their duties.
4. Defense of Claims. The Attorney shall protect the interests of the municipality in defending against claims for damages. These include claims for damages resulting from defects in a public way, the backup of sewerage or flooding of storm water, or injuries on Town lands. A complete understanding of the Town's insurance coverages and availability for financial participation in the defense and/or payment of claims is necessary.
5. Legal Proceedings. Represent the Town before all courts and governmental agencies which the Town is likely to appear in the usual pursuit of its municipal functions.
6. Utility Operation and Regulation. Be knowledgeable concerning, and represent the interests of the Town pursuant to federal and state utility regulations. Assist in the negotiation of any franchise agreements.
7. Public Construction. Advise on legal issues regarding designing, bidding, constructing and managing public facilities.
8. Easements and Acquisitions. The Attorney shall assist in the acquisition of drainage easements by and on behalf of the Highway Department, or such other easements as may be requested by the Town Board. The Attorney shall prepare such documents as may be necessary and complete any filings for the acquisition of any real property by the Town of Yorktown.
9. Special Districts. The Attorney shall prepare such documents as may be necessary, complete any filings needed and otherwise assist in the formation of special improvement districts.
10. Local Laws and Ordinances. The Attorney shall prepare, or assist in the preparation of local laws and ordinances requested by the Town Board.

SELECTION CRITERIA

1. For those bidders wishing to submit a proposal to provide Town Attorney and General Municipal Legal Services, proposals should include a lump sum proposal for providing legal services identified under Legal Service Specifications – Part 1, for a 12-month duration. The lump sum proposal should include all staff time to complete the tasks, including any research required. In addition, proposals should include a schedule of hourly rates for all personnel of the Attorney or Firm and should be provided for those legal services identified under Legal Service Specifications – Part 2.

TOWN ATTORNEY

SELECTION CRITERIA

The following criteria shall be used in evaluating the proposals submitted:

A. Selection Criteria

1. The Attorney/firm's background (15 points)
 - What is the length of time your practice/firm has been in business?
 - What are the qualifications, education, and experience of potential personnel servicing the Account?
 - How many partners, associates, and clerical staff are available to service the Account?
 - What are the qualifications and experience of potential personnel that may be used to accomplish other tasks listed in this proposal?
 - What areas of law has the Attorney knowledge and experience in? Are they relevant to the needs of the Town of Yorktown?
2. Professional competence and qualifications of the Attorney (20 points)
 - The bidder has documented that he/she fulfills all of the Minimum Qualifications of the RFP.
 - The bidder has demonstrated a clear understanding of the scope of work and related objectives?
 - Is the proposal complete and responsive to the specific requirements?
 - Has a successful past performance of the firm and its principals been documented?
 - Does the firm document a record of reliability of timely delivery of deliverables?
 - Does the firm document municipal/State experience?
 - Does the firm document its availability to attend all scheduled/required public and special meetings?
 - Has the bidder demonstrated the capability to provide professional legal services in a timely manner?
 - Accessibility of Attorneys and staff for questions, emergencies, court appearances, etc.
 - How have the references provided rate the Attorney? How was the performance rated in terms of quality of work and compliance with client's instructions?
3. Knowledge of relevant areas of Municipal Law (30 points):

The Company's experience in municipal law;
General experience in the practice of law (i.e., years practicing);
Prior relevant experience with municipal, county, state or federal law;
Prior experience in representing a municipal government;
Prior experience in representing a New York town government;
Specific detailed litigation experience;
Experience in the specific area of law:

- Town Law
- Vehicle & Traffic Law
- SEQRA
- General Municipal Law
- Home Rule Law

4. Proximity of consulting Attorney's offices to the Town of Yorktown (5 points):
 - 0 – 15 miles
 - 16 – 45 miles
 - Greater than 45 miles.
5. The firm's fee schedule (30 points).
 - Fee schedule (hourly rate) for the various disciplines within the firm;
 - Lump sum fee proposed by the counsel.

**ANNUAL FEE FOR LEGAL SERVICES PROPOSAL FORM
IN ACCORDANCE WITH SPECIFICATIONS FOR
GENERAL MUNICIPAL LEGAL SERVICES**

TO: TOWN OF YORKTOWN, NEW YORK

THE UNDERSIGNED, HAVING A PRINCIPAL PLACE OF BUSINESS AT: _____ AND BEING RESPONSIBLE AND EXPERIENCED FOR THE PERFORMANCE OF SAME, AGREES TO FURNISH PROFESSIONAL SERVICES TO PROVIDE GENERAL MUNICIPAL LEGAL SERVICES IN ACCORDANCE WITH THE "SPECIFICATIONS" CONTAINED IN THE REQUEST FOR PROPOSAL DOCUMENTS, THE PROPOSAL SUBMITTED BY MY FIRM, AND THE SCHEDULE OF FEES ATTACHED HERETO.

1. BID PROPOSAL – LUMP SUM AMOUNT

BID AMOUNT (IN NUMBERS): \$ _____

BID AMOUNT (IN WORDS): _____

2. ALSO ATTACH FEE SCHEDULE AND HOURLY BILLING RATES TO THIS PAGE FOR ADDITIONAL WORK DESCRIBED UNDER THE GENERAL CONDITIONS. INDICATE ANY AND ALL VARIANCES WITH THE SPECIFICATIONS (ATTACH AN ADDITIONAL PAGE, IF REQUIRED).

Date: _____

LEGAL NAME OF PERSON BY: _____

FIRM/CORP BY: _____

STREET

CITY STATE ZIP CODE

TELEPHONE NUMBER FAX NUMBER

UPON ACCEPTANCE OF THIS PROPOSAL, BIDDER AGREES TO COMPLY IN ALL RESPECTS WITH THE SPECIFICATIONS AS INDICATED.

NON-COLLUSIVE BIDDING CERTIFICATION

Made pursuant to Section 103-d of the General Municipal Law of the State of New York. By submission of this bid, Bidder and each person signing on behalf of Bidder certifies, and in the case of a joint bid each party thereto certifies as to its own organization, under penalty of perjury, that to the best of his or her knowledge and belief:

1. The prices in this bid have been arrived at independently without collusion, consultation, communication, or agreement for the purpose of restricting competition, as to any matter relating to such prices with any other Bidder or with any competitor;
2. Unless otherwise required by law, the prices which have been quoted in this bid have not been knowingly disclosed by Bidder and will not knowingly be disclosed by Bidder prior to opening, directly or indirectly, to any other bidder or to any competitor; and
3. No attempt has been made or will be made by the bidder to induce any other person, partnership or corporation to submit or not to submit a bid for the purpose of restricting competition.

A bid shall not be considered for award nor shall any award be made where (1) (2) and (3) above, have not been complied with; provided, however, that if in any case Bidder cannot make the foregoing certification, Bidder shall so state and shall furnish with the bid a signed statement which sets forth in detail the reasons therefore. Where (1) (2) and (3) above have not been complied with, the bid shall not be considered for award nor shall any award be made unless the head of the purchasing unit of the political subdivision, public department, agency or official thereof to which the bid is made, or his designee, determines that such disclosure was not made for the purpose of restricting competition.

Dated: _____

Bidder:

(Legal name of person, firm or corporation)

By: _____
(Signature)

(Please Print Name)

(Title)

State of New York)
County of _____)ss.:

On the ____ day of _____ in the year 20__ before me, the undersigned, personally appeared _____, personally known to me or proved to me on the basis of satisfactory evidence to be the individual(s) whose name(s) is (are) subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their capacity(ies), and that by his/her/their signature(s) on the instrument, the individual(s), or the person upon behalf of which the individual(s) acted, executed the instrument.

(Notary Public)

TOWN OF YORKTOWN

TOWN ATTORNEY
COUNTY OF WESTCHESTER

BIDDER INFORMATION FORM

Legal Company Name: _____
Address: _____
Federal Employers ID No.: _____
Telephone No.: _____ Fax No.: _____

If the Bidder is a Corporation, list the following:

Names of Officers	Legal Residence
_____	_____
_____	_____
_____	_____

If the Bidder is a firm or Partnership, list the following:

Names of Officers	Legal Residence
_____	_____
_____	_____
_____	_____

If the Bidder is an Individual, list the following:

Names of Officers	Legal Residence
_____	_____

TOWN OF YORKTOWN
TOWN ATTORNEY
GENERAL MUNICIPAL LEGAL SERVICES

REQUIRED DISCLOSURE OF RELATIONSHIPS TO THE TOWN OF YORKTOWN

Name of Bidder: _____

Address: _____

Telephone No.: _____ Fax No.: _____

The Reporting Entity is (please check one):

Individual _____ Corporation _____ Partnership _____

A.) Related Employees: Are any of the employees that you will use to carry out this contract with the Town of Yorktown also an officer or employee of the Town of Yorktown, or the spouse, or the child or a dependent of a Town officer or employee?

Yes _____ No _____

If yes, please provide details: _____

B.) Related Owners:

1. If you are the owner of the Company, are you or your spouse an officer or employee of the Town?

Yes _____ No _____

If yes, please provide details: _____

To answer the following question, the following definition of the word "interest" shall be used.

Interest means a direct or indirect pecuniary or material benefit accruing to a Town officer or employee, his or her spouse, child or dependent, whether as a result of a contract with the Town or otherwise. For the purpose of responding to these questions, a Town officer or employee shall be deemed to have an "interest" in the contract of:

- a. His/her spouse, children and dependents, except a contract of employment with the Town;
- b. A firm, partnership or association of which such officer or employee is a member or employee;
- c. A corporation of which such officer or employee is an officer, director or employee; and
- d. A corporation of which more than five (5) percent of the outstanding capital stock is owned by any of the aforesaid parties.

2. Do any officers or employees of the Town have an interest in the Contractor or in any subcontractor that will be used for this contract? Yes _____ No _____

I am the _____ (Title or Office) of the reporting entity listed above.

I make this affirmation based upon my personal review of the books and records of the reporting entity. All of the foregoing information is true to the best of my knowledge, after inquiry. I make these statements under penalty or perjury.

Signature: _____ Print Name: _____
Print Title: _____

STATE OF NEW YORK)
COUNTY OF WESTCHESTER) ss

Sworn to me before this _____ day of _____ 2018.

INSURANCE SPECIFICATIONS

1.0 Required Insurance. The following insurance coverages are required to be maintained if an outside Legal Firm is contracted. The Contractor must maintain the coverages during the terms of the Contract, proof of which shall be provided to the Town of Yorktown, Town Hall, 363 Underhill Avenue, Yorktown Heights, New York 10598.

- 1.1. Worker's Compensation Statutory per New York State Law without regard to jurisdiction, covering all operations and all locations. (See Section B.1, below)
- 1.2. Employer's Liability
Statutory
- 1.3. Commercial General Liability CG 00 01 (ed. 10/02) or equivalent,
Combined Single Limit – Bodily Injury and Property Damage

\$1,000,000 per occurrence
\$1,000,000 Personal and accidental Injury Limit
\$1,000,000 Products/completed operations aggregate
\$2,000,000 General Aggregate
\$25,000 Maximum Deductible

The following coverage must be provided:

(X) Comprehensive Form (X) Owned (X) Hired (X) Non-Owned

- 1.4. Professional liability insurance coverage with an annual aggregate of not less than \$2,000,000 per occurrence.

2.0 General Provisions Applicable to Insurance Coverages.

- 2.1. All insurance coverages must be from an A.M. Best Rated "secured" (B+ - A++), New York State admitted insurer.
- 2.2. All certificates of insurance must provide that the policy or policies shall not be changed or canceled until at least thirty (30) days prior written notice has been given to the Town Clerk of the Town of Yorktown.
- 2.3. All policies and certificates of insurance of the Vendor shall contain the following clauses:
 - 2.3.1. The Town of Yorktown is named as an additional insured and as Certificate Holder. Insurers shall have no right of recovery or subrogation against the Town of Yorktown (including its agents and agencies), it being the intention of the parties that the insurance policies so affected shall protect both parties and be primary coverage for any and all losses covered by the above-described insurance.

- 2.3.2. The Clause “other insurance provisions” in a policy in which the Town of Yorktown is named as an additional insured, shall not apply to the Town of Yorktown.
- 2.3.3. The insurance companies issuing the policy or policies shall have no recourse against the Town of Yorktown, (including its agents or agencies) for payment of any premiums or for assessments under any form of policy.
- 2.4. Any and all deductibles in the above described insurance policies shall be assumed by and be for the account of, and at the risk of the successful bidder.
- 2.5. These provisions are applicable to both the insurance coverages required to be maintained by Successful Bidder, and the insurance coverages required to be maintained by any consultant/contractor/subcontractor engaged or retained by the Successful Bidder. In each case, the reference to “Successful Bidder” shall mean the party to whom the Proposal was awarded and is required to maintain insurance coverage, and the reference to “Contract” shall mean either the Professional Services Contract or other Agreement of the contract pursuant to which the consultant, Successful Bidder or subcontractor is providing materials or services (in the case of a consultant, contractor or subcontractor) specified in the Proposal documents, or as may be amended by mutual agreement. As used herein, any reference to the “TOWN” shall mean the Town of Yorktown, with its offices located at Town Hall, 363 Underhill Avenue, Yorktown Heights, New York 10598.
- 2.5.1. Worker’s Compensation Insurance. Before performing any work on the Contract, the Successful Bidder shall procure Worker’s Compensation Insurance in accordance with the laws of the State of New York on behalf of all employees who are to provide labor or service under the contract. One certificate of such insurance or authority for self-insurance shall be furnished to the TOWN.
- 2.5.2. Employer’s Liability Insurance. Before performing any work on the Contract, Successful Bidder shall procure Employer’s Liability Insurance affording compensation for all employees providing labor or services for whom worker’s compensation coverage is not a statutory requirement. Certificates confirming renewals of insurance shall be presented not less than thirty (30) days prior to the expiration date of coverage until all operations under the subject contract are deemed completed. Once certificate of such insurance or authority for self-insurance shall be furnished to the TOWN.
- 2.5.3. Commercial General Liability. Before commencing work on the Contract, the Successful Bidder shall procure a commercial general liability insurance policy issued by a New York admitted carrier through a New York Licensed Insurance broker in the Successful Bidder’s name and naming the TOWN as an additional insured (using ISO endorsement CG 20 10) and endorsed to cover liability assumed by the Successful Bidder under the indemnity provisions of the Contract. This insurance policy must be maintained during the life of the contract and shall protect the TOWN, the Successful Bidder and his/her subcontractors performing work on the Contract from Claims for property damage and/or bodily injury which may arise

from operations under the contract, whether such operations are performed by him/herself or anyone directly or indirectly employed by him/herself. One certificate of such insurance, together with copies of all endorsements as pertaining to the requirements of the subject contract, shall be furnished to the TOWN of Yorktown at the address shown above. The policy shall contain no exclusions or endorsements which are not acceptable to the TOWN and shall be of a form and by an insurance company acceptable to the TOWN.

2.5.3.1. Commercial General Liability – Endorsements and Exclusions. The following endorsements are required to be made on the policy:

- (i) Notice shall be addressed to the Town of Yorktown, Town Hall, 363 Underhill Avenue, Yorktown Heights, New York, 10598.
- (ii) Notice of Cancellation of Policy. The Policy shall not be canceled, terminated, modified or changed by the Company unless thirty (30) days' prior written notice is sent to the Town of Yorktown.

2.5.4. Automobile Liability. The Successful Bidder will provide the TOWN with evidence of insurance covering all owned, non-owned and hired vehicles to be used in connection with the contract. If on a "schedule autos" basis, Successful Bidder shall present the schedule of insured autos, including the vehicles to be used for operations under the Contracts.

2.5.5. Professional Liability Insurance. The Consultant shall, at its sole expense, acquire, continuously maintain during the period in which the Consultant is performing services, and provide the Town with acceptable proof of professional liability insurance coverage with an annual aggregate of not less than \$2,000,000 per occurrence, covering acts, errors, or omissions of a professional nature committed or alleged to be committed by the Consultant or any of its subcontractors as a part of its performance of professional Legal services.

2.5.6. Insurance Agreement

2.5.6.1. The Successful Bidder is required to obtain and to maintain insurance outlined herein.

2.5.6.2. The insurance required for the Contract must be on forms acceptable to the TOWN and offered by insurers acceptable to the TOWN. The insurance for all New York Contractors must be issued by New York authorized carriers except as approved by the Town Attorney for the Town of Yorktown and in any event must comply with all requirements of New York State laws and regulations and meet the standards of the forms set forth in Section 3.0 above. Insurance for non-New York Contractors must be through insurers and sureties admitted and authorized in the state of headquarters of the Contractor, have an A.M. best rating of A or better and meet the standards for forms set forth in the above. Additionally, all requirements as to forms set forth in New York State law and regulations apply without regard to jurisdiction as standards of coverage.

2.5.6.3. Where circumstances warrant, the TOWN may, at its discretion subject to acceptance by the Town Attorney, accept letter of credit or custodial accounts in lieu of specific insurance requirements. The letter of credit must be on form prescribed by Town Attorney for the Town of Yorktown and payable at an office of a bank approved by the TOWN.

2.5.6.4. The Successful Bidder agrees that all insurance contributing to satisfaction of the insurance requirements set out in this Exhibit shall not be modified, terminated, or canceled by the Successful Bidder without prior written approval of the TOWN.

2.5.6.5. The Successful Bidder shall be solely responsible for payment of all deductibles and premiums for insurance contributing to satisfaction of the requirements of this Exhibit and shall be solely responsible for the payment of all deductibles to which such policies are subject, whether or not the TOWN is an insured under the policy.

2.5.6.6. Claims made policies will be accepted only for professional liability and such other risks as are authorized by the New York State Insurance Department. All such policies contributing to satisfaction of the requirements of the Exhibit shall have an extended reporting period option or automatic coverage of not less than two years. If provided as an option, the Successful Bidder agrees to purchase the extended reporting period on cancellation or termination unless a new policy is effected with a retroactive date, including at least the last policy year.

2.5.6.7. The Successful Bidder shall promptly notify the Town within 24 hours of any accidents arising in the course of operations under the contract causing bodily injury or property damage and shall cooperate fully with the TOWN in providing all such records and information as may be requested by the Attorney representing the Town of Yorktown in anticipation of claims against the TOWN which may arise from the accident. A complete report of the accident shall be made within five (5) business days on such form as may be provided by the Attorney representing the Town of Yorktown.

2.5.6.8. The Successful Bidder or his Attorney may apply to the TOWN for approval of higher deductible based on financial capacity and quality of the carrier affording coverage.

2.5.7. Forms of Insurance Certificates. Insurance certificates shall conform to the following:

2.5.7.1 Certificates must be issued by the insurance company using the "ACCORD" forms issued by its brokers, except for Worker's Compensation coverage where the Successful Bidders must provide Form C105.2 issued by an insurance carrier or Form U-26.3 issued by the New York State Insurance Fund.

2.5.7.2. Certificates must unconditionally grant to the TOWN thirty (30) calendar days' notice of cancellation or non-renewal. "Endeavor" or other qualifying language is not acceptable.

2.5.7.3. All additional insured required by this Insurance Specification shall be listed as such.

2.5.7.4. The authorized representative of the insurance company executing the certificate(s) must indicate his/her title.

2.5.7.5. Original executed certificates must be delivered to TOWN.

FORM OF CONTRACT
GENERAL MUNICIPAL LEGAL SERVICES

Contract Between

The term of this Agreement shall commence on _____ and shall terminate on _____ unless terminated sooner in accordance with the provisions hereinafter set forth.

The LAW FIRM, during the performance of this Agreement, shall not represent a client in connection with any matter involving the TOWN, nor appear on behalf of any individual corporation, or other before any Board or instrumentality of the Town of Yorktown, nor shall the LAW FIRM represent a client in connection with any criminal defense in the courts of the Town of Yorktown during the term of this Agreement.

The LAW FIRM shall be in an Attorney/Client relationship with the TOWN and all communications between the LAW FIRM and the TOWN shall be confidential and privileged to the fullest extent permitted by law unless such privilege is specifically waived in writing by the TOWN.

The LAW FIRM, upon written notice sent to the Town Clerk of the Town of Yorktown within ten (10) business days after receipt of an assignment, may refuse to accept such assignment. Any and all documents forwarded to the LAW FIRM regarding said assignment must be returned with said notice of refusal.

The LAW FIRM shall report only to the Town Board of the Town of Yorktown or their designee and shall, within five (5) days of receipt or filing, send copies of all papers served and/or filed in any action or proceeding to the Supervisor's office and to the Town Clerk's office, and to the Planning Board and/or Zoning Board of Appeals, if such Boards are involved in the action or proceeding, and to any other persons in the TOWN involved in the action or proceeding.

The LAW FIRM understands that settlement of all actions, claims, disputes, etc. handled by the LAW FIRM pursuant to this Contract must be approved by the Town Board of the Town of Yorktown. Moreover, in no circumstance, shall the LAW FIRM obligate, or attempt to obligate, the TOWN by way of settlement or otherwise without the express written consent of the Town Board.

For the professional services rendered to the TOWN identified in Schedule "A" the LAW FIRM shall be paid a lump sum fee also identified in Schedule "A," divided equally in twelve monthly payments. For other professional services rendered to the TOWN, as may be identified in Schedule "B," the LAW FIRM shall be paid at the hourly rate so provided in Schedule "B" attached hereto. The LAW FIRM shall also be reimbursed for all out-of-pocket expenses, as such are outlined in Schedule "B" attached hereto. The LAW FIRM shall obtain the express consent of the TOWN BOARD prior to incurring any expense in excess of five hundred (\$500.00) dollars during the performance of this Agreement.

All bills shall be submitted to the Town Comptroller. The invoice shall include a detailed description of all additional services rendered by the Attorney or the Attorney's staff for the preceding month, the task for which reimbursement is sought, the dates on which the work is performed, the Department for which the work was performed and the time spent for which reimbursement is sought. The Attorney, and any other individual being invoiced shall, at all times maintain a detailed log of time, task, activities and expenses for which payment is sought. Any and all requests for payment to be made shall be submitted by the LAW FIRM on properly executed claim forms of the TOWN OF YORKTOWN. In no event shall final payment be made to the LAW FIRM prior to the completion of all professional services, the filing of all necessary papers, the submission of reports and the approval of same by the Town Comptroller. No invoice shall be submitted, and no compensation shall be paid, for work that was completed more than three months prior to the date that an invoice for said work was received by the Town of Yorktown.

Prior to the making of any payments hereunder, the TOWN may, at its option, audit all files at any time and disbursement records of the LAW FIRM as are reasonably pertinent to this Agreement to substantiate the basis for payment. The TOWN shall not be restricted from withholding payment for cause found in the course of such audit or because of the failure of the LAW FIRM to cooperate with such audit. The TOWN shall, in addition, have the right to audit all files at any time and disbursement records subsequent to payment, if such audit is commenced with one (1) year following termination of this Agreement.

It is understood and agreed by and between the parties hereto that the services rendered in the performance of this Agreement are a material element of this Agreement. Any failure to provide such services shall be deemed a material breach and this Agreement shall terminate.

No substitution of the services by another shall be permitted during the term of this Agreement without the express written consent of the Town Board.

The work to be performed pursuant to the terms of this Agreement shall commence promptly upon assignment of a matter to the LAW FIRM and shall be conducted in the best interests of the TOWN as determined by the Town Board or its designee. The LAW FIRM shall not assign or transfer any part of the contract, or any right or privilege granted hereunder, without the prior written consent of the Town of Yorktown.

The LAW FIRM shall issue progress/status reports to the Town Board on a monthly basis, or as the Town Board may direct, and shall immediately inform the Town Board in writing of any cause for delay in the performance of its obligations under this Agreement.

The TOWN, upon ten (10) days' notice to the LAW FIRM, may terminate this Agreement in whole or in part when the TOWN deems it to be in its best interest. In such event, the LAW FIRM shall be compensated and the TOWN shall be liable only for payment for services already rendered and expenses incurred under this Agreement prior to the effective date of termination.

The LAW FIRM, upon ninety (90) days' notice to the Town Clerk, may terminate this Agreement in whole or in part when the LAW FIRM deems it to be in his or her best interest. In the event of a dispute as to the value of the services rendered by the LAW FIRM prior to the date of termination, it is understood and agreed that independent third-party Attorney shall determine the value of such services rendered by the LAW FIRM. Such reasonable and good faith determination shall be accepted by the LAW FIRM as final.

The LAW FIRM expressly waives any and all liens of any nature whatsoever arising out of this Agreement.

In the event of termination, the LAW FIRM agrees to cooperate with the incoming Attorney regarding substitutions of counsel and obtaining necessary court approvals.

All records compiled by the LAW FIRM in completing the work described in this Agreement, including but not limited to pleadings, transcripts, written reports, studies, computer printouts, graphs, charts, plans and all other similar recorded data, shall become and remain the property of the TOWN. The LAW FIRM shall deliver to the TOWN all such records upon demand by the Town Board. The LAW FIRM may retain copies of such records for its own use.

Any purported delegation of duties or assignment of rights under this agreement without the prior express written consent of the TOWN is void. The LAW FIRM shall not subcontract any part of the work without the written consent of the TOWN.

All subcontracts shall provide that subcontractors are subject to all terms and conditions set forth in the contract documents. All work performed by a subcontractor shall be deemed work performed by the LAW FIRM.

The LAW FIRM agrees that it has no interest and will not acquire any interest, direct or indirect, that would conflict in any manner or degree with the performance of the services and duties hereunder. The LAW FIRM further agrees that, in the performance of this agreement, no person having any such interest shall be employed by it.

The LAW FIRM represents and warrants that he or she has not employed or retained any person, other than a bona fide full salary employee working solely for the LAW FIRM to solicit or secure this agreement, and that he or she has not paid or agreed to pay any person (other than payments of fixed salary to a bona fide full-time salaried employee working solely for the LAW FIRM) any fee, commission, percentage, gift or other consideration, contingent upon or resulting from the reward or making of this Agreement. For the breach or violation of this provision, without limiting any other rights or remedies to which the TOWN may be entitled or any civil or criminal penalty to which any violator may be liable, the TOWN shall have the right, in its discretion, to terminate this Agreement without liability, and to deduct from the contract price, or otherwise to recover, the full amount of such fee, commission, percentage, gift or consideration.

The LAW FIRM shall comply at its own expense, with the provisions of all applicable state and municipal requirements and with all state and federal laws applicable to the LAW FIRM as an employer of labor or otherwise. The LAW FIRM shall further comply with all rules, regulations, and licensing requirements pertaining to its professional status and that of its employees, partners, associates, subcontractors and others employed to render the services hereunder.

No discrimination by the LAW FIRM shall be permitted during the performance of this Agreement with respect to race, religion, creed, color, national origin, sex, age, handicap, political affiliation, or beliefs.

As an independent contractor, the LAW FIRM will be responsible for all damage, loss, or injury to persons or property that may arise in or be incurred during the conduct and progress of the work to be performed hereunder. The LAW FIRM agrees to defend the Town, its officers,

agents, servants and employees from all suits, claims, demands, actions or proceedings, and to indemnify and save harmless the Town of Yorktown, its officers, agents, servants, and employees from all responsibility, liability or damages, including costs, expenses and attorneys' fees, arising out of any act, error and/or omission of the LAW FIRM, including professional negligence, in the performance of professional services under this Agreement.

Without limiting the generality of the foregoing, any and all such claims, etc., relating to personal injury, death, damage to property, defects in material or workmanship, actual or alleged infringement of any patent, trademark, copyright (or application for any thereof) or of any other tangible or intangible personal or property right, or any actual or alleged violation of any applicable statute, ordinance, administrative order, rule or regulation, or degree of any court, shall be included in the indemnity hereunder.

The LAW FIRM will comply with all insurance requirements contained in the Town's "Standard Insurance Provisions," a copy of which is annexed hereto and made a part hereof, including, but not limited to, the requirement that the Town of Yorktown be named as additional insured on all required insurance policies, including professional liability insurance.

The failure of the TOWN to insist, in any one or more instances, upon strict performance of any term or condition herein contained shall not be deemed a waiver or relinquishment for the future of such term or condition, but the same shall remain in full force and effect. No waiver by the TOWN of any provision hereof shall be implied.

All notices of any nature referred to in this Agreement shall be in writing and hand delivered or sent by registered or certified mail postage prepaid, to the respective addresses set forth below or to such other addresses as the respective parties hereto may designate in writing:

To the TOWN:

Town Clerk
Town of Yorktown
Town Hall
363 Underhill Avenue
Yorktown Heights, New York 10598

To the LAW FIRM:

All notices shall be effective on the date of mailing.

This CONTRACT and its attachments constitute the entire Agreement between the parties with respect to the subject matter hereof and shall supersede all previous negotiations, commitments, and writings. It shall not be released, discharged, changed, or modified except by an instrument in writing signed by a duly authorized representative of each of the parties.

This Agreement shall not be enforceable until signed by all parties.

This Agreement shall be construed and enforced in accordance with the laws of the State of New York.

This Agreement is executed in two (2) counterpart originals, each of which shall constitute an original and all of which, when taken together, shall constitute one Agreement.

The LAW FIRM shall procure and maintain at his or her own expense, and without expense to the Town of Yorktown, the insurance specified in the Request for Proposals, and shall maintain said insurance for all work performed during the duration of this CONTRACT. The Contractor shall file with the Town of Yorktown proof of insurance, in a form acceptable to the Town. The insurance certificate evidencing the required insurance coverages shall include a provision that such insurances shall not be cancelled without 30 days prior written notice to the Town, and shall list the Town as additionally insured.

CONTRACTOR shall complete a "Request for Taxpayer Identification Number and Certification" form (IRS Form W-9), a copy of which is annexed hereto.

The execution of this Agreement in no way guarantees that the LAW FIRM will be assigned any particular matter in accordance herewith, and the TOWN shall not be liable for the payment of any services performed by the LAW FIRM which were not previously approved by the Town Board.

IN WITNESS WHEREOF, the Town of Yorktown and the Contractor has caused this Agreement to be executed on the date first written above.

THE TOWN OF YORKTOWN

BY: _____
Ilan Gilbert, Town Supervisor

THE LAW FIRM

BY: _____
(Enter Contractor/Company Name)

STATE OF NEW YORK)

SS:

COUNTY OF WESTCHESTER)

On the ____ day in _____ in the year 2018 before me, the undersigned personally appeared, personally know to me or proved to me on the basis of satisfactory evidence to be the individual(s) whose name(s) is(are) subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their capacity(ies), and that be his/her/their signature(s) on the instrument, the individuals(s), or the persons upon behalf of which the individuals(s) acted, executed the instrument.

Sworn to before me this ____ day of _____, 2018

Notary Public

STATE OF NEW YORK)

SS:

COUNTY OF WESTCHESTER)

On the ____ day in _____ in the year 2018 before me, the undersigned personally appeared, personally know to me or proved to me on the basis of satisfactory evidence to be the individual(s) whose name(s) is(are) subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their capacity(ies), and that be his/her/their signature(s) on the instrument, the individuals(s), or the persons upon behalf of which the individuals(s) acted, executed the instrument.

Sworn to before me this ____ day of _____, 2018

Notary Public

**GENERAL MUNICIPAL LEGAL SERVICES
EVALUATION FORM**

CRITERIA	POINTS
<p>1. The Attorney/firm's background (15 points)</p> <ul style="list-style-type: none"> • Length of time in business • Education and experience of firm • Size of firm • Qualifications and experience of personnel • Attorney's knowledge and experience and relevancy 	
<p>2. Professional competence and qualifications of the Attorney (20 points)</p> <ul style="list-style-type: none"> • Met minimum qualifications of the RFP • Demonstrated a clear understanding of the scope of work and related objectives? • Proposal complete and responsive to the specific requirements? • Past performance of the firm and its principals having been documented • Record of reliability of timely delivery of deliverables? • Municipal/State experience? • Availability to attend all public and special meetings? • Capability to provide professional services in a timely manner. • Accessibility of Attorneys and staff for questions, emergencies, court appearances, etc. • References 	
<p>3. Knowledge of relevant areas of Municipal Law (30 points)</p> <ul style="list-style-type: none"> • General experience in the practice of law (i.e., years practicing) • Prior experience with municipal, county, state or federal law • Prior experience in representing a municipal government • Prior experience in representing a New York town government • Litigation experience • Experience in the specific area of law: <ul style="list-style-type: none"> Town Law Vehicle & Traffic Law SEQRA General Municipal Law Home Rule Law 	
<p>4. The firm's fee schedule (30 points)</p> <ul style="list-style-type: none"> • Fee schedule (hourly rate) for the various disciplines with the firm. • Lump sum fee proposed by the counsel 	