



Request for Proposals

Attorney for Municipal Defined Benefit Retirement Plan Legal Plan Document Review & Re-write

1. General Overview

The Town of Windsor seeks legal counsel to provide services for its Town & Board of Education defined benefit retirement plan. Separate pricing should be included for the three items below, so that the Town may choose (or not) one, two, or all three services:

2. Scope of Services

- a. Plan legal document review and update – review defined benefit retirement plan legal document/plan language for relevancy to contemporary or recent standards; missing, omitted or outdated definitions, missing or omitted IRS or other federal or state legislative and regulatory updates; missing or incomplete language pertaining to collectively bargained plan changes, and any other pertinent necessary language, guidance, or standard not included in plan document.
- b. Retainer Services – annual, or hourly fee to keep plan language current in regards to new IRS, federal & state legislative updates, and to respond to ad hoc plan questions and interpretations.
- c. Create a summary plan description document to capture plan information in lay terms.

3. Firm History & Operations

- a. Provide overview of the firm
- b. Describe the firm's experience with handling defined benefit retirement issues; how many years has the firm been providing legal services to Connecticut municipalities, etc.?
- c. Inform on Connecticut municipalities that the firm is currently providing legal services to on defined benefit retirement-related issues.
- d. Identify the location of the primary office that will provide services to the Town.
- e. Inform on any other pertinent information about the firm that will be helpful to the Town in the evaluation process.

4. Qualifications of Professional Staff – Experience with Connecticut Municipal Retirement Plans

- a. Identify the principal attorney by name and give the year such attorney became licensed to practice law in Connecticut.
- b. The number of years of experience with Connecticut municipal retirement plans.
- c. Indicate the number of Connecticut municipalities and municipal retirement plans for which the principal attorney has primary client responsibility.
- d. Identify other attorneys employed by the law firm who will assist in providing legal services to the Town and the number of years of experience representing Connecticut municipalities and/or municipal retirement plans.

5. References

- a. Provide at least three (3) references, who are clients serviced by the principal attorney who will be assigned to the Town of Windsor.
- b. For each reference listed, include the name of the municipality, the contact person at the municipality, telephone number and the email address.

6. Fees

In keeping with the Scope of Services as presented in item 1; provide an outline of proposed fees including:

- a. A detailed proposal regarding the expenses involved, including any retainer if applicable, hourly rates of personnel providing these services, required expenses and other costs involved.
- b. Proposals may include an hourly rate of all personnel providing these services or yearly retainer charge or both.
- c. Indicate any expenses for which you would seek reimbursement, including travel expenses.

7. Insurance/Other

- a. Include your firm's professional liability coverage
- b. Provide a listing of any representation by the law firm or individual attorney in which the Town of Windsor was a party to within the last five (5) years.

8 Evaluation Criteria

The following factors will be considered by the Town when evaluating the proposals:

- Accuracy, overall quality, thoroughness and responsiveness to the Town's requirements as summarized herein.
- Firm's approach to project including firm's perception of the project requirements, and understanding of the customer's needs and objectives.
- The qualifications and municipal experience of the firm and the designated attorney and any other key personnel.
- Familiarity and experience with municipal retirement plans
- Project work plan with suggested timeline for completion of applicable project phases.
- Cost

7. Selection Process

This request for proposals does not commit the Town of Windsor to enter into an agreement, or to pay any costs incurred in the preparation of a proposal to this request. All proposals submitted become the property of the Town of Windsor. The Defined Benefit Retirement Committee of the Town of Windsor will evaluate all proposals received for completeness and the respondent's ability to meet all requirements as outlined in this proposal. The Committee will determine the specific firms whose proposals best meet all criteria required and may conduct interviews with these firms. Upon completion of interviews, the Selection Committee may or may not make a recommendation for further consideration. The Town of Windsor reserves the right to accept or reject any or all proposals received as a result of this request, to negotiate with selected respondents, or to cancel in part or in its entirety this request for proposals process, and to waive any informality if it is in the best interests of the Town to do so.

8. Submission Requirements

- a. Responses to this RFP should be in electronic form and emailed to Town of Windsor Finance Director James Bourke at the email address below, by 10:00 am Monday, March 28, 2022.

Any questions pertaining to this request for proposals may be addressed to directly to Mr. Bourke via email or phone.

James Bourke
Finance Director
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