



REQUEST FOR PROPOSALS

GENERAL LEGAL SERVICES

DATE ISSUED: February 1, 2024

**VILLAGE OF SARANAC LAKE
39 MAIN ST, SUITE 9
SARANAC LAKE, NY 12983
518-891-4150**

REQUEST FOR PROPOSALS FOR GENERAL LEGAL SERVICES

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General Legal Services — Village Attorney

Responses are due by March 1, 2024 by 2:00PM and must be sent to:

Amanda Hopf, Village Clerk
Village Legal Services
39 Main St, Suite 9
Saranac Lake, NY 12983

(Electronic copies of the proposals must also be submitted by the same deadline)

1. Introduction

The Village of Saranac Lake is inviting proposals from qualified attorneys and/or law firms to provide General Legal Services as the Village Attorney. The selected attorney(s) and/or law firm will be expected to offer legal guidance to the Village Board, Department Heads, and administrative boards, and represent the Village in legal matters.

2. Purpose

The Village of Saranac Lake, a municipal corporation in the State of New York, is soliciting proposals for General Legal Services to provide legal advice, representation, and guidance to the Village Board, Department Heads, and administrative boards.

3. Scope of Services

The selected attorney(s) and/or law firm will perform duties for the Village, including providing legal guidance to the Village Board, Department Heads, and administrative boards. The selected attorney will be expected to provide a full range of municipal legal services, covering, but not limited to:

- Advising the Village Board on the legal implications of contemplated policies, actions, and administrative decisions.
- Assisting Village departments, boards, and commissions in the execution of their duties.
- Attending Village Board Meetings and special meetings as requested.
- Advising on matters related to freedom of information, open meeting law, and ethics and conduct.
- Providing legal opinions to the Development Board.
- Representing the Village in litigation.

4. Submission Requirements

Interested attorneys/law firms must submit the following:

- A summary of experience with an emphasis on similar work performed.
- A breakdown, by work scope, of hourly rates or other applicable rate structure (e.g., flat fee).
- Proof of insurance.
- A list of potential conflicts of interests, with explanations of how these would be addressed.
- A non-collusion certification as required by applicable laws.
- A disclosure of relationships with the Village of Saranac Lake.

5. Evaluation Criteria

In selecting the respondent for contract negotiations and ultimately awarding any agreement resulting from this solicitation, the Village will consider the response that it determines, in its sole discretion, is most advantageous. Evaluation criteria include, but are not limited to:

- Demonstrated capability to provide the solicited legal services.
- Professional qualifications, personal background, and resume(s) of proposed individuals.
- Experience in similar legal services.
- Price proposal.
- Completeness and responsiveness.

6. Reservations

The Village reserves the right to reject any or all proposals, or any part of a proposal and to select the proposal deemed to be in the best interest of the Village.

7. Additional Information

For additional information and to obtain copies of this request for proposal (RFP), please contact the office of the Village Clerk, 39 Main Street Suite 9, Saranac Lake, New York, 12983. This information will also be posted on the Village of Saranac Lake's website at www.saranaclakeny.gov.