



**MoDB1801
REQUEST FOR PROPOSALS**

MUNICIPALITY OF BARRINGTON

LEGAL SERVICES

Sealed proposals will be received not later than 2:00 p.m., Thursday, April 26, 2018.

**Rob Frost
Chief Administrative Officer
Municipality of Barrington
2447 Hwy. #3
P.O. Box 100
Barrington, NS
B0W 1E0
PH: 902-637-2015**

**MUNICIPALITY OF THE DISTRICT OF BARRINGTON
REQUEST FOR PROPOSALS
FOR
LEGAL SERVICES**

The Municipality is seeking proposals for the provision of legal services for a five (5) year term. Legal Services will take effect as of midnight June 30, 2018.

Legal services include, but are not limited to the following:

1. On a day-to-day basis in both written and verbal form, advising Council, and senior municipal employees, in matters of law affecting the Municipality.
2. Attendance at meetings as required by Council and/or the Chief Administrative Officer to provide legal consultation and advice.
3. Completing Title searches within thirty (30) days from a listing provided by the Municipality for Tax Sale. These searches would include judgements, mortgages, lien holders and searches for heirs.
4. Negotiating, drafting and reviewing policies, by-laws, contracts and public tenders.
5. Prosecuting and defending legal actions commenced by or against the Municipality.
6. Appearing at Court and before the Utility and Review Board and other legal boards on behalf of the Municipality.
7. Advising Municipal supervisors and Council in regard to employment law, labour standards and employee rights.
8. Other legal services as may be required from time to time and requested by Council or the Chief Administrative Officer or his designate.

Proposals must contain a fee schedule including:

1. Hourly rate for services, both during and outside regular office hours.
2. Fees for Tax Sale title searches, certificates and schedules.
3. Fees to be charged for migration of properties.
4. Any other fees.

Proposals must also include the following information:

1. The name of the principal solicitor who will be serving the Municipality.
2. A description of the experience of the solicitor with the Municipal Government Act, the Municipal Elections Act, the Planning Act, Land Use By-Laws, other Municipal By-Laws, Utility Review Board and other public hearings.
3. Qualifications and other relevant experience of the principal solicitor.
4. Names and qualifications of other solicitors providing assistance.
5. Familiarity with the Municipality of Barrington and the adjacent municipal units and other organizations with which it works.
6. Proof of both general and professional liability insurance held by the proponent, including amounts.
7. Proof that each and all of the solicitors, who may be assigned to this account are members in good standing with the Nova Scotia Barristers Society. This standing must be maintained throughout the term of the contract.
8. The proposal must include a discussion of the Proponent's perception of "conflict of interest". This must include the Proponent's anticipation of future activities of the firm, which may be perceived to be linked to the Proponent's "special knowledge" of the Municipality, and how the Proponent would deal with such cases. The Municipality would expect that all attempts would be made to avoid conflicts and that the Municipality's interests would be the primary concern of the successful firm.
9. Any other pertinent information.

The Municipality reserves the right to reject all or any proposals and to not necessarily accept the lowest proposal. The Municipality may accept any proposal or any portion of any proposal that may be considered in the best interest of the Municipality. The Municipality also reserves the right to waive formality, informality or technicality in any proposal.

Proposals must be submitted in original form, plus two (2) copies. Evaluation of Proposals will be based on a combination of 75% for the qualifications and experience of the proponents, and 25% for the cost of services.

Sealed proposals, clearly marked "Legal Services" must be received at the Municipal Office, 2447, Highway #3, Barrington, N.S., not later than 2:00 p.m., Thursday, April 26, 2018.