

Tyler J. Carpenter

Mayor

Sarah E. Merrell

Council Member

Cheryl A. Richwine

Council Member

John T. Carroll, Jr.

Council Member

Jack W. Duhamell, Jr.

Council Member



Sue M. Bisbee

Finance & Administrative Clerk

Amber E. Englebach

Zoning & Historic Resource Coordinator

Marisa R. Pisapia

Grants & Events Coordinator

Chuck M. Woodall

Maintenance & Facilities Coordinator

Mike R. Gibson

Maintenance

Thomas N. Yeager

Attorney

Mayor and Council of Galena

101 S. Main Street, Galena, Maryland 21635

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RFP QUESTIONNAIRE

Bidding Firm Name: _____ **Date:** _____

Federal Tax ID #: _____

Street Address: _____

City: _____ **State:** _____ **Zip:** _____

Business Phone: _____ **Alternate Phone:** _____

Email: _____ **Alternate Email:** _____

Printed Name & Title of Agent: _____

Signature of Agent: _____ **Date:** _____

References: List municipalities/other references from which you currently serve or have contracted with. Please include letters and/or email addresses of satisfactory completion of the contract or ongoing satisfactory service.

Municipality/Other: _____

Address: _____

Contact Name & Title: _____

Phone Number: _____ **Email Address:** _____

Municipality/Other: _____

Address: _____

Contact Name & Title: _____

Phone Number: _____ **Email Address:** _____

Municipality/Other: _____

Address: _____

Contact Name & Title: _____

Phone Number: _____ **Email Address:** _____

How many years of experience in this type of work under municipal contracts/similar service size has your organization had? _____

Please provide answers to the following questions on a comprehensive document along with this form:

1. An executive summary of not more than one (1) page, identifying and substantiating why Legal Counsel is best qualified to provide the requested services.
2. A description of the Legal Counsel's experience in performing services of the type described in this Request for Proposal. Legal Counsel should have extensive experience in governmental and zoning matters in the State of Maryland. Provide specific examples of work within the Scope of Work/Duties set forth in the Request for Proposal.
3. A writing sample, preferably in the area of government.
4. If Legal Counsel - or if Legal Counsel is other than a sole practitioner, any principal of Legal Counsel's law firm, or any attorney in Legal Counsel's law firm who may provide services under Legal Counsel's proposal - has been named as a defendant in any litigation and/or has been subject to any professional disciplinary action, Legal Counsel must provide a description of the litigation and/or disciplinary action.
5. State whether Legal Counsel has any actual or potential conflicts of interest with the Town. The response must include a disclosure of Legal Counsel's clients who have had dealings with the Town of Galena, including all of its boards and commissions, for the past five (5) years. Explain how Legal Counsel would respond if faced with conflicts of interest going forward. Also, set out any allowance in the proposed contract price that Town would receive if the Town were required to retain other legal counsel because of a conflict of interest with Legal Counsel.
6. A detailed explanation of the method of charging for professional and administrative services including, without limitation: the billable rates for all personnel of Legal Counsel who may provide services to the Town (do not list a range of rates); a description of multipliers, overhead charges, and other applicable fee information; a description of minimum billings; hourly or per meeting rates associated with attending evening sessions of Mayor & Council, Planning Commission, and Board of Appeals as requested.

By signing, you agree to the terms outlined in Request for Proposal 2025-03, certify that the information provided is true to the best of your knowledge.

Signature of Agent for Legal Counsel

Date