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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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REQUEST FOR PROPOSAL: 2025-03

LEGAL SERVICES

SEALED BID DEADLINE: AUGUST 1, 2025, AT 12:00 PM

INTRODUCTION

The Mayor and Council of Galena, Maryland ("Town") is soliciting the services of qualified attorneys and law firms to provide legal services to our local municipality ("Legal Counsel"). The services are to be performed in accordance with the provisions contained in this request for proposal.

SCOPE OF WORK/DUTIES

The Town desires Legal Counsel to provide general legal advice and review to the Mayor and Council and Town Staff. Legal Counsel's opinion shall conform to the standards and ethical obligations set forth by the Maryland Attorneys' Rules of Professional Conduct and any other governing legal authority relevant to municipal legal practice. Legal Counsel shall be a member in good standing of the bar of the State of Maryland and shall be admitted to practice before all State courts.

The duties of Legal Counsel are as follows:

- Reviewing, drafting, and aiding in the preparation of documents including contracts, deeds, resolutions, and legislation;
- Attending regular, special, and continued sessions of the Town Council and Planning Commission;
- Conducting legal research and rendering legal opinions and assistance to the Town;
- Assisting the Town in the conduct of meetings and hearings;
- Advising the Town on Open Meetings Act and Public Information Act matters and preparing Responses on the Town's behalf in regard to any inquiries or complaints
- Representing the Town in litigation; and
- Assisting the Town in any other manner necessary to carry out the Town's responsibilities

TERMS

The Town seeks to enter into an ongoing contract with Legal Counsel to provide ongoing legal services. Legal Counsel must be available to attend monthly meetings on the first and last Mondays of the month.

DESCRIPTION OF GOVERNMENT

The Town's population is approximately 539. The Town was incorporated in 1858 and operates under the Mayor-Council form of government. The Town has 3 full-time employees with a payroll total of approximately \$188,902.00. The Mayor and Council are elected positions. The Town currently has three General Fund accounts and seven Enterprise Fund accounts. The Town has one office location at 101 S. Main Street, Galena, MD 21635.

CONFLICTS OF INTEREST

Legal Counsel shall not have conflicts of interest with the Town, the Planning Commission, or the Board of Appeals and shall address and resolve any matters constituting a conflict in advance of appointment. Such conflicts and potential conflicts shall be disclosed as part of the proposal. Legal Counsel and their firm, if the Legal Counsel is a member of or affiliated with a law firm, shall not represent persons or entities who have current, pending, or potential matters before the Town.

INSURANCE

Legal Counsel shall: (i) maintain professional liability/malpractice insurance coverage and general commercial liability insurance coverage with limits of coverage of not less than \$1,000,000 in the aggregate and \$500,000 per claim; (ii) maintain workers' compensation coverage in accordance with applicable statutory requirements; and (iii) to the extent permissible under such coverages, name the Town as additional insureds. Legal Counsel shall provide certificates of such insurance to the Town.

SUBMITTAL INFORMATION

A sealed bid envelope must contain Request for Proposal, and any additional information deemed necessary. It shall include a dated transmittal letter to include the name, address, email, and phone number of the contact person for the firm. The Town will not be responsible for expenses incurred in preparing and submitting the proposal. Request for Proposal must demonstrate the professional qualifications and experience of the firm and

the specific staff to be assigned to this engagement and its technical understanding of the work to be performed.

FINANCIAL

The successful bidder shall prepare and file, with the Finance Clerk, a monthly invoice to cover services rendered. Payment terms shall be net thirty (30) days.

INTERVIEW

The Town reserves the right to interview any or all of the respondents submitting a proposal. Although interviews may take place, Proposals should be comprehensive and complete on their face. The Town reserve the right to request clarifying information subsequent to receipt of the Proposal.

TERMINATION

If Legal Counsel fails to fulfill its obligation under future contract properly and on time or otherwise violates any provision of future contract, the Town may terminate the contract by written notice to the Legal Counsel within ten (10) days of notification.

The successful bidder is expected to perform all tasks contained in the Scope of Work provision herein for the full contract period. Legal Counsel may not assign, delegate, or subcontract any work out to any other person or entity without the express written consent of the Town in advance.

In the event that the successful bidder's business is sold or transferred, the Town maintains the right to hold the original owner solely liable. The new owner is required to honor the terms of the contract. However, the town has the right to accept or reject the services offered by the new owner.

INQUIRIES OR CONCERNS

Direct questions related to this Request for Proposal should be directed to the Finance & Administrative Clerk, Sue Bisbee, at clerk@townofgalena.com or (410) 648-5151 ext. 303.

PROPOSAL FORMAT

The Proposal shall be submitted in a **sealed envelope**, along with the attached questionnaire to be completed by bidder. Physical envelopes must be delivered, either by hand or via 1st Class Mail, to 101 S. Main Street, Galena, MD 21635. Electronic envelopes are permitted and must be sent to clerk@townofgalena.com with the subject headline of **LEGAL COUNSEL - BID SUBMISSION**.

BID TIMELINE

Bid Submittal Deadline: The town will not accept any bid proposals received after the date/time stated herein. The proposal shall be delivered **no later than Friday August 1, 2025, at 12:00 PM to either of the following:**

1st Class Mail:

Town of Galena
Attn: Sue Bisbee
101 S. Main Street
Galena, MD 21635

Electronic Mail:

clerk@townofgalena.com

Bid Opening: Sealed Bids will be opened at Town Hall, located at 101 S. Main Street, on Friday, August 1, 2025, at 12:30 PM.

Acceptance of Proposal: The Town shall accept all bid proposals that are submitted properly. However, the Town reserves the right to request clarifications or corrections to proposals which shall be in writing. Said requests shall not alter the bidder's pricing information contained in its proposal.

Rejection of Proposal: The Mayor & Council of the Town of Galena reserve the right to accept or reject any or all bids.

Bid Review/Award: The Mayor and Council will review all bids on Monday, August 4, 2025, at Town Hall, located at 101 S. Main Street, at 7:00 PM during the monthly Mayor & Council Meeting.

Acceptance and Rejection Letter: Notification letters will be sent within thirty (30) days of the bid award. Successful bidder shall provide contract for work upon receipt of bid award letter