



**TOWN OF CHARLOTTE
REQUEST FOR BIDS
Legal Services**

June 2, 2026

The Town of Charlotte, Vermont, located in Chittenden County seeks sealed bids from qualified legal firms / attorneys to serve as general counsel for the Town as described herein.

Copies of this Request for Bid ("RFB") package are available: (1) at the Charlotte Town Hall, 159 Ferry Road, Charlotte, VT, during regular business hours; (2) on the Town of Charlotte's website at <https://charlottevt.org/jobs>; or (4) by emailing the Town Administrator at townadmin@townofcharlotte.com.

Section 1 – QUALIFICATIONS:

- A. Availability and Service Capacity – Bidders shall demonstrate sufficient staffing and operational capacity to serve the Town of Charlotte.
- B. Firm/ Attorney must be licensed to practice in the State of Vermont.
- C. Minimum of [5] years of experience in Vermont Municipal Law.
- D. Demonstrate experience in Vermont Environmental Court.

Section 2 - SCOPE OF WORK:

The Town Charlotte is seeking proposals from qualified law firms or attorneys ("Counsel") to provide comprehensive legal services, acting as Town Counsel. The objective is to secure proactive legal advice that ensures compliance with Vermont laws and mitigates municipal liability. Counsel shall provide, but is not limited to, the following services upon request by the [Charlotte Selectboard /Town Administrator]:

A. General Municipal Law & Governance:

- **Advisory Opinions:** Provide written or verbal legal opinions regarding Vermont statutes, including Open Meeting Law, Public Records Act, and conflict of interest issues.
- **Ordinances & Charter:** Draft, review, and revise municipal ordinances, bylaws, and charter amendments.
- **Meetings:** Attend regular or special [Selectboard/Council] meetings, as requested.

B. Land Use, Zoning & Environmental:

-Permitting: Provide guidance to the Zoning Administrator, Planning Commission, and Development Review Board (DRB).

-Appeals: Represent the municipality in appeals before the Vermont Environmental Court and the Vermont Supreme Court.

-Enforcement: Initiate or defend enforcement actions regarding municipal zoning and land use bylaws.

C Personnel & Employment:

-Law Labor Relations: Advise on human resources, collective bargaining, and union negotiations.

-Personnel Policies: Review and update employee handbooks for compliance with Vermont labor law.

-Discipline/Termination: Provide counsel on employee discipline, investigations, and termination procedures.

D Contracts, Real Estate & Finance:

-Review & Negotiation: Review municipal contracts, interlocal agreements, construction contracts, and procurement documents.

-Real Estate: Handle property acquisitions, sales, easements, and title research.

-Taxation: Assist with tax appeals, delinquent tax sales, and property assessment disputes.

E. Litigation & Risk Management

-Litigation Defense: Represent the Town in civil lawsuits (tort claims, civil rights, etc.).

Insurance Coordination: Cooperate with the Vermont League of Cities and Towns (VLCT) PACIF and other liability insurance carriers.

-Mediation/Arbitration: Represent the Town in alternative dispute resolution processes.

Section 3 - INSURANCE:

The Contractor shall, at its own expense, obtain and maintain in full force for the duration of the contract the following insurance coverages, issued by insurers licensed to do business in the State of Vermont:

- A. Commercial General Liability Insurance with limits of not less than \$500,000 per occurrence and \$1,000,000 aggregate, naming the Town of Charlotte as an additional insured.
- B. Statutory Workers' Compensation Insurance in accordance with Vermont law.

The Certificate of Insurance must list the Town of Charlotte as the Certificate Holder and shall specifically include coverage for Workers' Compensation and Automobile Liability for all vehicles used in connection with the performance of this contract.

The Contractor shall not commence work under the contract until all required insurance has been obtained and accepted by the Town. Coverage shall remain in effect for the full term of the contract and until all work under the contract has been completed and accepted by the Town.

SECTION 4 – PAYMENT SCHEDULE:

The Contractor shall submit itemized invoices to the Town on a monthly basis for services rendered during the preceding month.

Payment shall be made by the Town within thirty (30) days of receipt of a properly completed invoice and verification of satisfactory work performance.

Each invoice shall include, at a minimum:

- A. The billing period;
- B. A description of services performed identifying cost center or project name; and
- C. Any supporting documentation requested by the Town

Section 5 - SUBMISSION DEADLINE:

Sealed proposals are due no later than June 18, 2026 by 4:00 PM. Please note, the Town cannot accept proposals submitted by e-mail. All proposals must be submitted either by mail or by hand to the Charlotte Town Hall. Details for each request, and how to submit a proposal, can be found at the Town's website (<https://charlottevt.org/jobs>). All responses shall be opened and announced publicly by the Charlotte Selectboard.

Any questions should be directed to Bryce Bierman, Town Administrator, at (802)-425-3701 ext. 205, or townadmin@townofcharlotte.com.

Section 6 – BID OPENING & AWARD OF CONTRACT:

Bids will be publicly opened on Tuesday, June 2, 2026.

The contract will be awarded soon thereafter as practicable.

Section 7 – BID EVALUATION CRITERIA:

The Selectboard will evaluate bids based on the following criteria:

- A. Price – Price will be an important consideration, but not the sole determining factor.
- B. Professional Competence – Evaluation will consider references, relevant experience, available staffing levels.
- C. Selectboard Discretion – The Selectboard reserves the right to:
 - 1. Accept or reject any or all bids;
 - 2. Waive informalities or technical defects in any proposal;
 - 3. Request clarifications, additional information, or follow-up documentation from any bidder;
 - 4. Negotiate the terms, scope, and pricing of submitted bids when deemed to be in the best interest of the Town; and
 - 5. Select the bid that, in its judgment, represents the best overall value and serves the best interest of the Town of Charlotte.

SEE BID FORM ON NEXT PAGE

BID FORM

Please provide the following information:

Name of Law Firm: _____

Mailing address: _____

Phone number: _____

E-mail address: _____

Compensation and Fees:

- Proposers must submit a fee structure, including hourly rates for partners, associates, and paralegals.
- Identify any alternative billing arrangements (e.g., retainer, blended hourly rate).
- Reimbursable expenses (travel, photocopying) must be explicitly listed.

Please provide the name, municipality, email, and phone number for three references:

1. _____

2. _____

3. _____

Signature

By signing this Bid Form, you are certifying that the bid is made in good faith without fraud, collusion, or connection of any kind with any other bidder for the same work, and that you are competing solely on your or your firm’s own behalf without connection with or obligation to any other person or firm.

Signature: _____ Date: _____

Bid Submission: Bids are to be sealed and marked “Charlotte Legal Services” and mailed to: Town Administrator, Charlotte Town Office, P.O. Box 119, Charlotte, VT 05445 or delivered by hand to the Town Administrator, Charlotte Town Office, 159 Ferry Road, Charlotte.

Town Contact: Questions shall be directed to Bryce Bierman, Town Administrator at 802-425-3071 ext. 205 or townadmin@townofcharlotte.com