

Town of Watertown
Office of the Purchasing Agent
Town Hall
61 Echo Lake Road
Watertown, CT 06795

**Request for Proposals
Legal Services – Town Attorney**

The Town of Watertown and the Watertown Town Council are seeking proposals by which to select a Town Attorney

Additional information may be obtained or examined at the office of the Purchasing Agent, Town Hall Annex, 61 Echo Lake Road, Watertown, CT 06795 or by accessing the Town of Watertown's website at <http://www.watertownct.org>.

To receive consideration proposals must be received by **4:30 p.m., Monday, July 13, 2026**, at the Office of the Town Manager, 61 Echo Lake Road, Watertown, CT 06795.

The Town of Watertown reserves the right to award in part, to reject any and all proposals in whole or in part, or to waive technical defects, irregularities and omissions, if in its judgment the best interests of the Town will be served.

The Town of Watertown reserves the right to take into account the residency of bidders within the Town of Watertown and/or the location of the bidder's business within the Town of Watertown in awarding this bid.

The Town of Watertown is not liable for any cost incurred by anyone prior to the issuance of a contract.

Donna L. Ford
Purchasing Agent
Town of Watertown

**TOWN OF WATERTOWN, CONNECTICUT
REQUEST FOR PROPOSALS
LEGAL SERVICES — TOWN ATTORNEY**

Issue Date: June 12, 2026

Proposals Due: 4:30 p.m. on July 13, 2026

Issued by:

Town of Watertown
Office of the Town Manager
61 Echo Lake Road
Watertown, CT 06795

I. INTRODUCTION

A. Purpose

The Town of Watertown, Connecticut (the “Town”) is requesting proposals from qualified law firms and/or qualified individual attorneys located and authorized to practice law in the State of Connecticut to provide general municipal legal services to the Town in the capacity of Town Attorney. Interested parties should submit a proposal in accordance with the requirements and directions described herein.

Watertown is a municipality of approximately 22,000 residents located in Litchfield County, Connecticut, operating under a Council-Manager form of government pursuant to its Town Charter. The Town Council is the Town's legislative body, and the Town Manager, appointed by the Town Council, serves as the Chief Executive Officer and Administrator of the Town. The Town also operates a Water and Sewer Authority, appointed by the Town Council, which functions as a separate Enterprise Fund of the Town.

This RFP is issued in support of the appointment process set forth in Section 401 of the Watertown Town Charter, under which the Town Manager submits to the Town Council written recommendations of not less than three (3) nor more than five (5) attorneys or firms able to fulfill the duties of Town Attorney, including their names, qualifications, and proposed fee schedules or retainers. The Town Council appoints the Town Attorney by a vote of not less than five (5) members and sets the term of office and compensation. The Town Council is not limited in its appointment to the names recommended by the Town Manager.

B. Scope of Services

Pursuant to Section 401 of the Town Charter, the Town Attorney shall appear for and protect the rights of the Town in all actions, suits, or proceedings brought by or against it or any of its departments, officers, agencies, boards, or commissions. The Town Attorney shall be the legal advisor of the Town Council, the Town Manager, and other Town officers, boards, and commissions in all matters affecting the Town, and shall, upon request, furnish them with a written opinion on any question of law involving their respective powers and duties. Legal advice and counsel must be provided in a clear, concise, effective, and responsible manner that is understandable by lay people who may not be familiar with the legal complexities of specific situations. Services to be provided shall include, but are not limited to:

General Government

- Legal research and written and oral legal opinions, upon request, to the Town Council, the Town Manager, and other Town officers, boards, and commissions on questions of law involving their respective powers and duties.
- Consultation regarding the legal ramifications and/or impacts of various statutory or ordinance-based actions, including drafting and review of ordinances, resolutions, charter provisions, and policies.
- Upon request, preparation or approval of forms of contracts or other instruments to which the Town is a party or in which it has an interest, including equipment leases, certifications, real estate transactions, tax foreclosures, and associated collection efforts.
- Familiarity with and advice regarding Connecticut Freedom of Information Act (FOIA) requirements.

- Guidance on, and attendance at, Town Council meetings and other public meetings of Town boards and commissions as requested.
- All other matters typically associated with municipal government operations as may be directed by the Town Council or Town Manager.

Water and Sewer Authority / Enterprise Fund

The Town operates a Water and Sewer Authority, whose members are appointed by the Town Council and whose operations are accounted for as a separate Enterprise Fund of the Town. As legal advisor to the Town's officers, boards, and commissions under Section 401 of the Town Charter, the Town Attorney may be called upon to provide legal services to the Water and Sewer Authority, including, but not limited to:

- Advice regarding water and sewer rates, charges, connection fees, and benefit assessments, including under Chapters 102 and 103 of the Connecticut General Statutes, and the collection and enforcement of delinquent utility charges, assessments, and liens.
- Review and drafting of water and sewer regulations, sewer use ordinances, and Authority policies.
- Easements, rights-of-way, property acquisitions, and contracts associated with utility infrastructure and capital projects.
- Regulatory compliance matters involving the Connecticut Department of Energy and Environmental Protection (DEEP), the Connecticut Department of Public Health (DPH), and other state and federal agencies.
- Attendance at Water and Sewer Authority meetings as requested to address legal issues.

Because the Water and Sewer Authority operates under an Enterprise Fund, legal services and related billing attributable to Authority matters must be invoiced separately, or itemized in sufficient detail, to permit proper allocation of costs between the Enterprise Fund and the Town's General Fund. Proposers should address this requirement in their fee proposals.

Litigation

- Ability to manage, conduct, and/or oversee litigation in all State and Federal courts, including preparation and analysis of proposals for settlement and counter-proposals; identification and implementation of court strategies; serving as the Town's advocate in the interest of settlement, if required; and representation before various courts on appeals of decisions and enforcement matters.
- In accordance with Section 401 of the Town Charter, the Town Attorney shall have power, with the approval of the Town Council, to appeal from orders, decisions, and judgments affecting the Town, and, subject to the approval of the Town Council, to compromise or settle any claims by or against the Town.

Land Use / Environmental

- Familiarity and experience with all aspects of land use law, including zoning, planning, inland wetlands laws and regulations, and the management of administrative appeals associated with the same.
- Support to the Planning and Zoning Commission, Inland Wetlands Agency, Zoning Board of Appeals, and the Land Use Department, and attendance at board/commission meetings as needed to address legal issues.

Effective verbal and written communication skills are essential, since information must be readily understood by elected and appointed officials, Town staff, and the public.

C. Minimum Qualifications for Consideration

The proposer must meet the following minimum criteria, which incorporate the requirements of Section 401 of the Town Charter, to be given further consideration. Failure to meet the minimum criteria will result in the proposal's rejection by the Town:

- a. The proposer shall be an attorney at law admitted to practice law in the State of Connecticut and in good standing, or a law firm, all the principals of which are admitted to practice law in the State of Connecticut and in good standing (Charter Sec. 401).
- b. The proposer shall have proven expertise in municipal government legal matters (Charter Sec. 401).
- c. The proposer shall have, or shall establish and maintain upon appointment, an office within a twenty (20) mile radius of the Town boundary (Charter Sec. 401). The proposal shall identify the office location from which services would be provided.
- d. Attorneys must be qualified to perform the full Scope of Services requested herein.
- e. A strong background in Connecticut General Statutes relating to municipal governance and law and other relevant state regulations.
- f. At least five (5) years of experience in municipal legal representation and regulatory legal consultation for Connecticut municipalities of comparable size and complexity to Watertown (population approximately 22,000).
- g. Strong knowledge of Connecticut Freedom of Information Act requirements.
- h. Errors and omissions (professional liability) insurance coverage as set forth in Section IV.A of this RFP.

As provided in Section 401 of the Town Charter, the Town Attorney may be a member of a law firm and will not be in the full-time employ of the Town.

II. PROPOSAL REQUIREMENTS

A. Required Information

The following information, at a minimum, shall be submitted:

- A background statement setting forth the capabilities, history, and other general introductory information of the responder, including the number of years the firm has been in business, how long the firm has provided municipal law services, what other services the firm provides, the percentage of business done in each area, and the location of the office from which services to the Town would be provided (which must be within a twenty (20) mile radius of the Town boundary, per Charter Sec. 401).
- If the responder is a firm, the qualifications, resumes, and position within the firm of each attorney who would be assigned to work on matters pertaining to the Town of Watertown. A lead attorney must be designated. Brief resumes of key personnel should cover the professional qualifications and experience of the supervising, support, and other personnel who would perform the requested work.
- A detailed summary of all areas of expertise and experience, including the types of services supplied to past and present clients, the extent of specialization, and

background and experience in the areas outlined in the Scope of Services, including any experience representing municipal water and/or sewer authorities, utilities, or other enterprise-fund operations. Please also provide a summary of representative matters.

- A detailed description of how the responder (law firm or individual attorney) proposes to provide legal services to the Town and the general approach to providing the legal services.
- A minimum of three (3) governmental client references for which municipal law services similar to this request have been performed, including contact names and telephone numbers and a brief description of the services provided. Also provide a list of any public or quasi-public agencies, including Connecticut towns or municipalities, that have been represented by the responder within the past five (5) years.
- A detailed fee proposal setting forth the proposed fee schedule or retainer (as referenced in Charter Sec. 401) and the charges involved for each legal service, including any retainer, the hourly rates of all personnel providing the services (e.g., Partners, Associates, and Paralegals), required expenses, and other costs involved.
- Cost containment: special attention should be given to suggestions/recommendations for managing and controlling the cost of legal services. The Town is interested in receiving innovative cost containment proposals and suggestions for Town Attorney services, including proposals for review and improvement of current procedures, quality control measures, the manner in which specialists will be retained, and any other suggestions regarding the function of Town Attorney and cost containment measures.
- Conflict of interest disclosure and the executed Code of Ethics / Conflict of Interest Affidavit (Appendix A), as described in Section IV.C of this RFP.
- Any other information that might be beneficial to the Town.

B. Evaluation Criteria

Proposals will be evaluated on the following criteria:

- a. Thoroughness and responsiveness of the proposal.
- b. Proposer's overall qualifications and the experience of key personnel proposed to be assigned to the Town.
- c. Proposer's experience with, and length of service to, other municipal clients, and the quality of references.
- d. Demonstrated knowledge of Connecticut municipal law, land use law, and FOIA.
- e. Proposed hourly rates, retainer, or other rates for services, and proposed cost containment measures.
- f. Availability, responsiveness, and capacity to perform the required work in an efficient manner.

Cost will be considered but will not be the primary or sole determining factor in the selection of an attorney or firm.

C. Selection Process

The Office of the Town Manager will first review all proposals for responsiveness and compliance with the minimum qualifications and may conduct interviews of one or more firms/individuals based on the statements of qualifications. The information requested in this

RFP is intended to serve as the basis for individual/firm interviews and for the Town Manager's recommendations to the Town Council. Respondents are encouraged to address each of the factors thoroughly and to provide additional information concerning background, experience, cost and cost containment, and qualifications for legal services as deemed appropriate.

In accordance with Section 401 of the Town Charter, the Town Manager will submit in writing to the Town Council the names, qualifications, and proposed fee schedules or retainers of not less than three (3) nor more than five (5) attorneys or firms able to fulfill the duties of Town Attorney. The Town Council shall, by a vote of not less than five (5) members, at a meeting to be held not later than thirty (30) days after receipt of such recommendations, appoint the Town Attorney and set the term of office and compensation. The Town Council is not limited in its appointment to the names received in writing from the Town Manager.

A proposer may withdraw its proposal personally, or in writing, in time for delivery in the normal course of business prior to the time fixed for opening. Once proposals are opened, they shall remain firm for ninety (90) days prior to the appointment of a Town Attorney.

The Town reserves the right to accept or reject any and/or all proposals, in whole or in part; to waive any and all informalities, defects, technical defects, or immaterial irregularities, including timeliness, if, in its sole opinion, it is in the best interest of the Town to do so; and to request further clarification. The Town further reserves the right to negotiate with any, all, or none of the proposers responding to this RFP.

D. Term of Appointment and Compensation

In accordance with Section 401 of the Town Charter, the Town Council sets the term of office and compensation of the Town Attorney at the time of appointment. The term of office of the Town Attorney may be terminated from time to time by the Town Council whenever it determines, by a vote of not less than five (5) members, that such termination is in the best interests of the Town. The compensation of the Town Attorney may likewise be revised from time to time by the Town Council by a vote of not less than five (5) members.

Each individual/firm submitting a proposal is requested to detail its proposed fee schedule or retainer for the engagement. Any effect the term of the agreement may have on legal fees, cost containment, or other elements of Town Attorney services should be noted.

E. Submission of Proposals

Proposals must be signed by an authorized member of the firm, and the name, address, and telephone number of a representative qualified to answer questions during the review process must be included.

Interested firms or individuals shall submit one (1) original signed proposal, four (10) printed copies, and one (1) electronic copy (USB drive or as otherwise directed), in a sealed envelope clearly labeled "Town of Watertown - Legal Services / Town Attorney RFP", on or **before 4:30 p.m. on July 13, 2026**, to:

Town of Watertown

Attn: Office of the Town Manager

61 Echo Lake Road

Watertown, CT 06795

Proposals will be opened and recorded at that time. Proposals submitted after the stated time and date will not be considered. Faxed or electronically mailed (e-mailed) proposals will be deemed non-responsive and will not be accepted.

An electronic copy of this Request for Proposals, along with any changes, will be posted on the Town web page (www.watertownct.org).

F. Questions and Addenda

All questions about this RFP must be submitted in writing to the Office of the Town Manager at 61 Echo Lake Road, Watertown, CT 06795, or by email to Townmanager@watertownct.org, no later than **July 1, 2026**. All information given by the Town, except by written addenda, shall be informal and shall not be binding upon the Town, nor shall it furnish a basis for legal action by the proposer or prospective proposer against the Town.

The Town may issue addenda to this RFP. When issued, addenda will be posted on the Town's website. It is the respondent's responsibility to check for and address any addenda to this RFP.

III. TERMS AND CONDITIONS

A. Compensation

Compensation for services shall be in accordance with the fee schedule negotiated and incorporated into the resulting agreement. The Town may consider a retainer arrangement, hourly billing, a progressive payment schedule, or a combination thereof. Invoices for services rendered to the Water and Sewer Authority shall be submitted separately, or itemized in sufficient detail, to permit proper allocation of costs to the Enterprise Fund.

B. Termination

Following implementation, should the Town find that the firm/individual has failed in any material respect to perform its agreed obligations under the contract, the contract shall be cancelled by the Town as being in the interest of the Town.

C. Engagement Individual/Team

The key personnel assigned to this engagement are considered essential to the work being performed. Substitutions may only be made upon mutual agreement between the Town and the service provider.

D. Indemnification

The firm/individual selected shall indemnify, defend, and save the Town harmless from liability in any manner of claims, lawsuits, and damages for any type of losses due to its work operations for the Town. Specific requirements for Certificates of Insurance are as required by the Town's insurance carrier.

E. Collusion

Any act or acts of misrepresentation or collusion shall be a basis for disqualification of any proposal or proposals submitted by persons guilty of said misrepresentation or collusion. In the event that the Town enters into a contract with any respondent who is guilty of

misrepresentation or collusion, and such conduct is discovered after the execution of such contract, the Town may cancel said contract without incurring liability, penalty, or damages.

F. Freedom of Information

The Town will not be liable for any costs incurred in the preparation of a response to this Request for Proposals. All proposal submissions and materials shall become the property of the Town and will not be returned.

G. Non-Discrimination

No person shall be denied or subjected to discrimination on account of services or activities made possible by or resulting from this agreement on the grounds of sex, race, color, creed, national origin, age (except minimum age and retirement provisions), marital status, sexual orientation, gender identity or expression, or disability. Any violation of this provision shall be considered a violation of a material provision of this agreement and shall be grounds for cancellation, termination, or suspension of the agreement, in whole or in part, by the Town, and may result in ineligibility for further Town contracts. The proposer shall at all times, both in the proposal and in the contract process, comply with all applicable local, state, and federal anti-discrimination laws, rules, regulations, and requirements.

IV. OTHER CONDITIONS

A. Insurance

The successful attorney/firm shall be required to furnish evidence of insurance coverage within ten (10) days of notification of award. Insurance coverage shall remain in full force for the duration of the contract term, including any and all extensions. All renewal certificates shall be furnished at least ten (10) days prior to policy expiration.

- Errors and Omissions Professional Liability Policy shall indemnify, defend, and save the Town harmless from liability in any manner of claims, lawsuits, and damages for any type of losses due to its work operations for the Town. Specific requirements for Certificates of Insurance are as required by the Town's insurance carrier.

The insurance coverage named above shall provide for not less than thirty (30) days' notice of cancellation to the Town of Watertown by certified mail, return receipt requested. As some insurance companies may not provide notice of cancellation to the Town directly, it shall be the responsibility of the firm to ensure that the Town is appropriately notified.

B. Conflict of Interest and Code of Ethics

The Town Attorney shall provide a statement that no conflict of interest exists in rendering service to and in representing the Town of Watertown, including its Water and Sewer Authority. If the responder has had matters adverse to the Town or the Water and Sewer Authority over the last five (5) years, or currently - including representation of ratepayers, dischargers, developers, or other parties in matters involving the Authority — a list shall be provided, along with a statement of how any conflict would be addressed.

The Town of Watertown has adopted a Code of Ethics, codified as **Chapter 3 of the Watertown Code of Ordinances** (Ord. No. 11-03-07-281, as amended). The Code is referenced in this RFP - and summarized below - so that each proposer understands the ethical standards that govern the Town, its officials, and those who do business with or provide paid

services to the Town, and so that each proposer can evaluate and certify that no conflict of interest exists, or would exist, in working for the Town. All proposals shall include an executed copy of the Town's Code of Ethics / Conflict of Interest Affidavit (Appendix A). Failure to submit the executed affidavit may render a proposal non-responsive. This summary is not exhaustive; the full text of Chapter 3 is available from the Town Clerk and controls in the event of any inconsistency.

1. **Purpose (Sec. 3-1).** Public office is a public trust. The Town's procurement and contracting processes must be free from threats, favoritism, undue influence, and all forms of impropriety.
2. **Conflicts of interest (Sec. 3-8).** No Town public employee or public official may engage in or participate in any business or transaction, or have an interest, direct or indirect, which is incompatible with the proper discharge of his or her official responsibilities or which would tend to impair — or could reasonably be inferred to impair — independent judgment or action. No public employee or public official may use his or her position for the financial benefit of himself/herself, a business with which he or she is associated, or a member of his or her immediate family, and no such individual, business, or family member may enter into a contract with the Town unless it is awarded through a process of public notice and competitive bidding. Each proposer shall evaluate its relationships and disclose in its proposal any relationship with any Town official or employee (or member of such individual's immediate family, or business with which such individual is associated, as defined in Sec. 3-2) that could create an actual or apparent conflict of interest in working for the Town.
3. **Gifts (Secs. 3-2, 3-8(b)).** No Town public official or public employee may solicit or accept any gift from any person known to be interested in a pending matter within that individual's official responsibility. Accordingly, proposers shall not offer, give, or agree to give anything of value — including entertainment, food, beverage, travel, or lodging — to any Town official or employee in connection with this RFP, the evaluation of proposals, or the award or administration of the resulting contract.
4. **Improper inducements (Sec. 3-8(k)).** No public employee or public official, member of such individual's immediate family, or business with which he or she is associated may solicit or accept anything of value — including a gift, loan, political contribution, reward, or promise of future employment — based on any understanding that the vote, official action, or judgment of the public employee or public official would be or had been influenced thereby. Proposers shall not offer any such inducement.
5. **Paid consultants of the municipality (Sec. 3-9).** The Town Attorney, as a paid consultant of the municipality, will be directly subject to Sec. 3-9, which provides that no paid consultant of the municipality shall (a) represent a private interest in any action or proceeding against the interest of the Town which is in conflict with the performance of his/her duties as a consultant; (b) represent anyone other than the Town concerning any matter in which he/she participated personally and substantially as a consultant to the Town; or (c) disclose confidential information learned while performing duties for the Town, or use such information for the financial interests of himself/herself or others. Each proposer should review its existing client engagements and representations against these standards before certifying that no conflict of interest exists in working for the Town.
6. **Confidential information (Secs. 3-2, 3-8(f)).** Confidential information obtained by reason of the engagement shall not be disclosed or used for financial gain.

7. **Post-employment restrictions (Sec. 3-10).** Proposers should be aware of the Code's restrictions on former Town public employees and officials, including the one-year restriction on a former public employee or official appearing for compensation before any municipal board or agency in which he/she formerly served, and the one-year restriction on accepting employment with a party to a Town contract of \$100,000 or more by any former employee/official who participated substantially in, or supervised, the negotiation or award of that contract. A proposer that employs or is affiliated with any former Town employee or official should evaluate these provisions in certifying that no conflict of interest exists.
8. **Enforcement (Secs. 3-3 through 3-7).** Alleged violations of the Code of Ethics are subject to investigation and hearing by the Municipal Ethics Subcommittee of the Town Council. Complaints must be submitted within 180 days of the alleged violation, delivered to the Town Manager's Office, signed under penalty of false statement and marked "Ethics Subcommittee." Violations may be punishable by public censure and reprimand, removal from a board or subcommittee, and/or a civil penalty of not more than \$100.00 per violation, and may constitute grounds for disqualification of a proposal or cancellation of a resulting contract.

C. Point of Contact

Questions concerning this Request for Proposals should be addressed to the Office of the Town Manager, Town of Watertown, 61 Echo Lake Road, Watertown, CT 06795, at **Lisa Cattaneo, Executive Administrative Assistant** or Mark A. Raimo, Town Manager.

APPENDIX A — CODE OF ETHICS / CONFLICT OF INTEREST AFFIDAVIT

Town of Watertown — Legal Services / Town Attorney RFP

The undersigned, being duly authorized to act on behalf of the proposer identified below, hereby certifies, under penalty of false statement, as follows:

1. I have received, read, and understand Chapter 3 (Code of Ethics) of the Code of Ordinances of the Town of Watertown, as referenced and summarized in this RFP, and the proposer has evaluated its relationships, client engagements, and personnel against the standards of Chapter 3. The proposer agrees to abide by the requirements of Chapter 3 in connection with this RFP and any resulting agreement.
2. Neither the proposer, nor any officer, partner, member, or employee of the proposer, has offered, given, or agreed to give, and will not offer, give, or agree to give, anything of value to any Town public official or public employee, or member of such individual's immediate family, in connection with this RFP or the award or administration of the resulting contract.
3. No Town public official or public employee, and no member of any such individual's immediate family, and no business with which any such individual is associated (as those terms are defined in Sec. 3-2 of the Code of Ethics), has any financial interest in the proposer or in this proposal, except as fully disclosed in an attachment to this affidavit.
4. The proposer has no conflict of interest in rendering service to and representing the Town of Watertown. Any matters adverse to the Town within the last five (5) years, or currently pending, are listed in an attachment to this affidavit, together with a statement of how any conflict would be addressed.
5. This proposal is made without collusion, and the proposer has not made any misrepresentation in connection with this proposal. The proposer understands that any act of misrepresentation or collusion shall be a basis for disqualification of the proposal and/or cancellation of any resulting contract.
6. If awarded the contract, the proposer shall comply with Sec. 3-9 of the Code of Ethics (Paid Consultants of the Municipality), including the prohibitions on representing private interests against the Town, representing anyone other than the Town in matters in which the proposer participated personally and substantially as a consultant to the Town, and the disclosure or use of confidential information.

Proposer (Firm/Individual): _____

Address _____

Phone _____

By (Signature): _____

Name (Print): _____

Title: _____

Date: _____

Subscribed and sworn to before me this ____ day of _____, 20____.

Notary Public / Commissioner of the Superior Court