

2025 REQUEST FOR PROPOSALS FOR LEGAL SERVICES

VILLAGE OF WALDEN

This request for Proposals ("RFP") is issued by the **VILLAGE OF WALDEN, NEW YORK ("Village")** to determine the eligibility of experienced Legal Counsel to provide services for the Village of Walden. The purpose of this RFP is to establish the identity of individuals and organizations that are qualified for this service. The Village desires professional legal services to assist the Village Board and other Village entities such as the Planning and Zoning Boards or other officials as necessary. The Village as a municipal entity has many requirements for legal services and only the most qualified professionals who provide the most effective and economical services will be selected.

Typical responsibilities of the Village Attorney will include:

Attendance at Board Meetings. Attendance at Special-called meetings as needed. Review of official Village Contracts. Assist in development and review of draft ordinances/amendments prepared by Village staff, prior to consideration by the Board. Approve all official bonds. Review and approve draft resolutions as to form as requested. Assistance with real estate transactions, associated with Village projects and/or operations. Assist in development and review draft or approve deeds, contracts and any other instruments relating to the business of the Village. Prosecute and defend suits for and against the Village and for and against Village officers acting in their official capacity. Advise the Mayor, Boards, Village Manager and other Village officers, as to the legality and legal consequences of proposed courses of action.

Desired Qualifications of the sole practitioner and/or firm:

A thorough understanding of the legal framework of municipal government in New York. Admission in both New York State and Federal Courts. Diverse legal experience, particularly in the areas of municipal liability, regulation of new development, public employment law, construction and professional service contracts, and real estate law. Prior municipal law experience in service to a New York city, town or village. Accessibility for the Mayor, Board, Village Manager and designated village staff as needed.

Consideration for Proposals:

All Respondents must submit a detailed statement of the services to be performed and the costs and fees anticipated to be incurred. Proposals may include a monthly retainer, and hourly rate or a monthly retainer against which the hourly rate will be billed. The hourly rate may be a blended rate or separate hourly fees for specific services, different attorneys or paralegal services.

Application Submission:

All applications become the property of the Village. Submissions will be promptly reviewed by the Village. Interviews and/or additional information may be requested by the Village.

Proposals must be signed and received on or before March 24, 2025 at 4:30pm, and addressed to Marisa Kraus, Village Clerk, One Municipal Square, Walden, New York, 12586. Contact number: 845-778-2177 x1503.

The Board of Trustees reserves the right to reject any and all proposals or any portion thereof that it feel are not in the best interest of the Village and to negotiate with any one or more of the responding firms.