

# Request for Qualifications

Town Labor Counsel Services

Town of Marshfield, Massachusetts



**Due Date: 8/15/2025 at 11 am**

Submit to: The Town of Marshfield Select Board  
C/O

Peter Morin, Interim Town Administrator

[PMorin@Townofmarshfield.org](mailto:PMorin@Townofmarshfield.org)

870 Moraine Street  
Marshfield MA 02050

## **Introduction**

The Town of Marshfield, Massachusetts (“Town”), through its Select Board, issues this Request for Qualifications (“RFQ”) for highly qualified attorneys/law firms (“Firm/Firms”) to provide labor counsel to the Town of Marshfield.

The successful Firm should meet or exceed the qualifications stated herein and, in general be exceptionally experienced in municipal law and litigation, and be readily accessible to authorized public officials.

The successful Firm shall be diligent in adhering to required standards of professional conduct and ethics and committed to rendering sound legal advice with suitable objectivity and professional detachment.

The Town is seeking Labor Counsel services. Firms are invited to express interest and submit qualifications services. The Select Board may appoint a single firm, or may select two firms, depending the quality and specialization of responses received.

Currently, the Town has engagements with the following firms for various services, including:

- Robert Galvin, Esq. Town Counsel services

## **Scope of Services**

The successful firm/firms will be required to provide advice and counsel for the Town Administrator and the Select Board Office on a variety of matters including but not limited to collective bargaining negotiations, contract interpretation, responses to complaints and grievances, representation in mediations, arbitrations, Civil Service hearings and administrative law hearings as necessary. Labor Counsel will also assist with disciplinary actions, classifications, personal contract negotiations and other related matters for union and nonunion personnel.

### **Labor Counsel Services**

The Town is seeking Labor Counsel experienced in the following: collective bargaining, grievance arbitrations, unfair labor practice charges, FMLA and ADA issues, state and federal discrimination and civil rights law, hiring, discipline, termination, and workplace investigations. The Town has six (6) bargaining units; the 6 collective bargaining agreements expire over multiple dates/years.

The Town seeks firm/firms who can demonstrate experience providing training to employees and board and committee members as necessary.

## **Minimum Qualifications**

### A. Bar Admissions

The appointee and all those who serve as back-up to the appointee (see below) must be a member in good standing of the Massachusetts Bar and of the Federal Bar for the District of Massachusetts.

### B. Experience

The appointee (not firm) must represent or have represented as Town Labor Counsel (or functional

equivalent) a minimum of one Massachusetts municipality for no less than X years each; or represented other Massachusetts municipalities in specific areas of municipal law; or possess equivalent experience. References for all municipalities currently represented or represented in the past ten years by the appointee must be furnished.

#### C. Accessibility and Accountability

The appointee must commit to be available for frequent contact through in person meetings, remote meetings, phone calls, and email. The appointee or a qualified back up attorney must respond to all communications from authorized officials within 24 hours of the request.

Labor Counsel must be available via email/phone to answer inquiries, including calls to cell phone and outside of regular business hours in case of urgent business.

On behalf of the Select Board, the Town Administrator's Office manages requests for Labor Counsel legal advice and the appointee must be accessible to Town staff and Board members.

The appointee must also commit, as a general rule, to responding to requests for written opinions within two weeks unless the circumstances of the opinion warrant a shorter or longer time frame for a response.

#### D. Back-up

The appointee must have within their firm at least one other qualified attorney, who is specifically assigned as a back-up for Marshfield, and who is available to render advice and otherwise represent the interests of the Town of Marshfield when the appointee is unavailable. In this context, "qualified attorney" shall mean another lawyer who substantially meets the minimum qualifications set forth herein for the appointee.

### **Submission Requirements**

The following information must be submitted with the proposal:

1. **Appointee Designation:** The submittal must clearly identify the lead attorney who will be assigned to the Town of Marshfield. The appointee must be available to regularly attend Select Board meetings and other board and committee meetings on an as-needed basis. The appointee must also be available for Marshfield Town Meeting. In recent years, Marshfield's annual town meeting has occurred over several nights during the first two weeks of May. The Town has also regularly held a Special Town Meeting in the Fall or early Winter.
2. **Background:** Background statement setting forth the capabilities, history, and other general introductory information of the responder.
3. **Resumes:** If the responder is a firm, the qualifications, resumes and position with the firm of each Attorney that will be assigned to work on matters pertaining to the Town of Marshfield.
4. **Specialized areas of legal expertise:** A detailed summary of all areas of expertise and

experience to include the types of services supplied to past and present clients. This information should set forth the extent of specialization, and include background and experience, in the areas as outlined above.

5. Approach for providing legal services: 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 legal services. The firm must provide a detailed description of the Firm and Appointee’s current capacity and workload, demonstrating sufficient time to dedicate to the Town of Marshfield to ensure timely and thorough provision of legal services.
6. Massachusetts municipal references: A list of references to include any Massachusetts towns or municipalities that have been represented by the responder within the past ten (10) years. The name and phone number of the contact person must be provided.
7. List of grievances: Provide a list of any grievances filed, with the outcome, against the law firm or an individual Attorney within the past ten (10) years.
8. Proposal of fee structure and costs: Supply a list of proposed fee structures, and billable hourly labor rates clearly identifying if the firm charges different rates for different staff levels. The Town is seeking to select the most qualified firm, but is interested in cost containment proposals.

**RFO and Review Schedule**

RFQ Available	7/16/2025
Questions Due	7/31/2025 at 4 pm
Answers Provided	8/8/2025
<b>Proposals Due</b>	<b>8/15/2025 at 11 am</b>
Potential Interviews with the Select Board	Anticipated Week of 8/25/25
Firm Selection	Anticipated 9/8/2025
Start Date	9/8/2025

Note: this schedule is subject to change, but the Town anticipates appointing new counsel for an effective start date of 9/8/ 2025.

**Questions**

Any questions regarding this Request for Qualifications shall be submitted in writing to Interim Town Administrator Peter Morin (PMorin@Townofmarshfield.org). Questions shall be submitted by 4 pm on 7/31/ 2025. The Town will post any responses by 4 pm on 8/8/ 2025.

**Response Submissions**

Proposals shall be submitted by **11 am on 8/15/ 2025**. 7 hard copy proposals shall be provided along with one electronic copy, which may be submitted by email PMorin@Townofmarshfield.org or on a thumb drive. Proposals shall include executed copies of Attachments A and B.

**Proposal Evaluation and Award**

Per Massachusetts General Law Chapter 30B, § 1(b)(15), contracts with labor relations representatives, and lawyers for general counsel legal services is exempt. The Town will negotiate at its own discretion with attorneys and/or law firms that it evaluates as qualified, and determines will serve the best representation for the Town’s legal requirements and needs. Price negotiations may be taken into account as part of the Town’s evaluation process.

The Town reserves the right to request additional information, to waive any irregularities in the RFQ process, to accept or reject any or all proposal submissions, and to make an award or awards in the best interest of the Town.

Attachment A

CERTIFICATE OF NON-COLLUSION

The undersigned certifies, under penalties of perjury, that this Proposal has been made and submitted in good faith and without collusion or fraud with any other person. As used in this certification, the word “person” shall mean any natural person, business, partnership, corporation, union, committee, club or other organization, entity, or group of individuals.

\_\_\_\_\_  
Firm

\_\_\_\_\_  
Address

\_\_\_\_\_  
Telephone Number

By: \_\_\_\_\_

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Printed Title

\_\_\_\_\_  
Date

Attachment B

CERTIFICATE OF TAX COMPLIANCE

Pursuant to Massachusetts General Laws (M.G.L.) c. 62C, §49A, I certify under the penalties of perjury that the Proposer named below has complied with all laws of the Commonwealth of Massachusetts pertaining to the payment of taxes, to the reporting of employees and contractors, and to the withholding and remitting of child support.

\_\_\_\_\_  
Firm

\_\_\_\_\_  
Address

\_\_\_\_\_  
Telephone Number

By: \_\_\_\_\_

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Printed Title

\_\_\_\_\_  
Date