



Town of Chatham

Office of the Selectmen
Town Manager
549 Main Street
Chatham, MA 02633



Jill R. Goldsmith
TOWN MANAGER
jgoldsmith@chatham-ma.gov

August 22, 2018

Tel: (508) 945-5105
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www.chatham-ma.gov

TOWN OF CHATHAM REQUEST FOR SPECIAL COUNSEL SERVICES

The Town of Chatham is seeking the services of an independent maritime attorney with knowledge of and experience in municipal law to undertake an evaluation of the Town's Waterways Bylaws, Waterways Regulations, and Policies in consideration of State laws and make recommendations to correct any inconsistencies including drafting Bylaw amendments, new policies, and/or regulations. Any Bylaw amendments would be prepared in anticipation of the May 2019 Annual Town Meeting (warrant closing in March 2019). Patrick J. Costello is our Town Counsel.

I. Selection

In seeking Special Counsel, the Board of Selectmen is not bound by M.G.L. c.30B or by any other constraints apart from the sound judgment of its members. This process is being used to communicate the desired qualifications of Special Counsel and to solicit information in an orderly fashion for rough comparative purposes. Ultimately, the Board of Selectmen will interview and select the candidate that it deems to be in the best interests of the Town, in its sole discretion. Consequently, the Board of Selectmen, Town Manager, and the Town of Chatham reserve the right to waive any irregularities in this process and to accept or reject any or all proposals.

II. Application

Please provide a proposal including a timeline for deliverables and fees for services to:

Jill Goldsmith, Chatham Town Manager
549 Main Street
Chatham, MA 02633

Please provide seven (7) copies of the proposal on 8½ x 11 paper. Electronic submissions to snealy@chatham-ma.gov will be accepted in PDF format. The Town will provide a 'received acknowledgement' via email for all emailed submissions. If such acknowledgement is not received by you on or before the submittal date, please call Shanna Nealy, Executive Secretary at 508.945.5105 for confirmation.

All responses to this request must be received at the Office of the Town Manager/Board of Selectmen above address no later than 4:00PM on Friday, September 28, 2018.

RESPONSE TO REQUESTS FOR CHATHAM SPECIAL COUNSEL

NAME: _____

FIRM NAME: _____

ADDRESS: _____

TELEPHONE: _____ FAX: _____

EMAIL: _____

Please respond to each of the following:

1. Please identify by name (address and phone number if different than above) the proposed Individual or team for this task, and the name of the person who will serve as the primary contact.
2. Please describe the project team’s experience in the areas of maritime law, municipal law, appropriate MA General Laws, and the drafting and enforcement of municipal waterways bylaws, regulations and policies.
3. Please describe how you propose to approach the project and with accompanying timelines.
4. Please confirm you and/or your firm has not represented any client in any matter in which the interests of the client are adverse to those of the Town, or in any matter seeking action by any officer, agency, board or committee of the Town, in accordance with MGL 44A c268A s17. Please also disclose any work performed for the Town in the last 15 years
5. Provide a list of Municipalities represented over the last 10 years in relation to maritime, waterways regulation, or municipal law. (see attached sheet).

By my signature, I certify that the information contained in this Response is complete and accurate, to the best of my knowledge and belief.

Signed: _____ Date: _____

Print Name and Firm _____

