



## TOWN OF SMSBURY, CONNECTICUT

### REQUEST FOR PROPOSALS (RFP)

Legal Services Relating to the Town of Simsbury Labor and Employment Counsel and Pension Counsel

**SUBMISSION DEADLINE:** Monday, February 26, 2024 by 12:00 p.m.

**SUBMISSION CONTACT AND ADDRESS:**

Mr. Thomas Fitzgerald  
Deputy Town Manager  
Town of Simsbury  
933 Hopmeadow Street  
Simsbury, Connecticut 06070  
(860) 658-3230  
tfitzgerald@simsbury-ct.gov

*Proposals will be accepted in electronic format only.*

#### **Purpose**

The Town of Simsbury is seeking submittals to provide legal services for the Town of Simsbury relating to its Labor and Employment Counsel and Pension Counsel.

#### **Project Description**

Legal Counsel will serve in an advisory capacity to the Town Manager, Deputy Town Manager, HR Coordinator and other staff as assigned on labor relations, general employment legal services and pension issues. Sample work conducted by legal counsel will include: reviewing proposals prepared by staff for negotiations with labor unions; reviewing personnel policies prepared by staff to ensure compliance with relevant state and federal laws; advising staff on complex labor matters such as termination cases and personnel investigations; representing the Town in human resources and labor relations legal proceedings; reviewing and answering pension related questions including potential revisions to Town's Retirement Plan Document.

#### **Background**

The Town of Simsbury was incorporated as Connecticut's twenty-first Town in May 1670. It has a land area of approximately 34.5 square miles and a population of approximately 25,000. Centrally located in the heart of the New York - Boston corridor, Simsbury is an attractive and diverse suburban community. As a part of the beautiful Farmington Valley, Simsbury offers an unmatched quality of life with a traditional New England town atmosphere in a setting of rolling hills, the picturesque Farmington River and extensive trail system. Simsbury is conveniently located 20 minutes northwest of Hartford and 20 minutes southwest of Bradley International Airport. Simsbury operates under a

Board of Selectmen-Town Manager form of government with the Town Manager serving as the Chief Executive Officer responsible for overseeing the day-to-day operations of the Town.

The Town Manager is responsible for the establishment and maintenance of the comprehensive human resources program of the Town, in accordance with Charter section 502, relevant state and federal requirements, and best practices and merit-based principles. The Town Manager's Office is responsible for administering the Human Resources program for the town. Components of the Human Resources program include but are not limited to: classification and compensation; employee benefits administration; employee training and development; labor relations; policy development and compliance; recruitment and retention of employees; and risk management. Specific rules and regulations governing the human resources program are set forth in the Personnel Rules, collective bargaining agreements, and other personnel policies of the Town, as amended.

The Town has approximately 160 full-time employees across six labor unions. They represent the following employees: Supervisors, Secretarial, Clerical and Library, Administrative and Professional employees, Dispatchers, Parks & Recreation and Public Works employees and Police Officers. There is also a group of remaining employees that are unaffiliated (non-union).

### **Scope of Services**

The Town Manager invites submittals from appropriately qualified firms to provide legal counsel to the Town of Simsbury regarding its Labor and Employment Counsel and Pension Counsel.

Duties are likely to include:

- Advising and assisting the Town in cases of employment discrimination, employee terminations, wage and hour disputes, workers' compensation, unemployment compensation, ADA, OSHA, FMLA, and immigration;
- Representation at hearings, informational meetings or in administrative proceedings, mediations, arbitration hearings and litigation pursuant to claims and allegations stemming from or related to human resources and labor relations;
- Assisting with labor negotiations, as needed;
- Assisting with organizational development program activities to build capacity within the organization and support employees in achieving their professional goals;
- Updating personnel policies to promote a culture of ethical behavior, fair and equitable treatment of employees, and compliance with state and federal regulations;
- Participating fully in shaping the current and future strategic direction of the Town employment practices and the Human Resources program;
- Review, analysis, investigation and research to carry out the above services;
- Drafting, reviewing and editing documents such as proposals, agreements, reports, plans, and correspondence related to human resources and labor relations;
- Being available upon the reasonable request of the Town of Simsbury for consultation as necessary; and
- Reviewing and advising on questions related to the pension plan document, including potential updates to document if needed

### **Summary**

The firm should submit by email: a letter of interest containing general information on the firm; the firm's brochure; resumes for key personnel and information regarding the consultant's experience conducting similar business; references; and rates for work performed. Submissions should be directed to Mr. Thomas Fitzgerald, Deputy Town Manager, not later than **Monday, February 26, 2024 by 12:00 p.m.**

The Town intends to “short-list” firms responding to this RFP and to interview one or more firms to accurately assess their qualifications. The Town will negotiate a scope of services and a fee proposal with the selected firm. The Town will evaluate and select the firm based on qualifications, experience and performance with similar projects, references, ability to provide timely services, awareness of project issues, opportunities and constraints, and proposed fees and expenses. The selected firm must be able to meet all municipal, state and federal affirmative action and equal employment opportunity practices and guidelines, as well as comply with the Town’s Conflict of Interest Policy.

The Town does not expressly state or imply any obligation to reimburse responding firms for any expenses incurred in preparing submissions in response to this request. The Town reserves the right to reject any or all submissions, to select a firm in a manner that is advantageous to the town and to waive all formalities in the bidding.

The Town of Simsbury is proud to be an equal employment opportunity employer.

Please address any questions related to this RFP to Thomas Fitzgerald, via email at [tfitzgerald@simsbury-ct.gov](mailto:tfitzgerald@simsbury-ct.gov).