

TOWN OF RAYMOND, MAINE

Office of the Town Manager

401 Webbs Mills Road • Raymond, ME 04071 • (207) 655-4742 • raymondmaine.org

REQUEST FOR PROPOSALS

Legal Services

Issued By	Town of Raymond, Office of the Town Manager
Issue Date	June 5, 2026
Proposals Due	Thursday, July 10, 2026 at 10:00 AM, prevailing Eastern Time
Deliver To	Glenn Michalowski, Town Manager 401 Webbs Mills Road, Raymond, ME 04071
Submission Format	One (1) original, five (5) printed copies, and one (1) digital copy on USB thumb drive — all in sealed envelope Clearly marked: "Legal Services Proposal – Town of Raymond" Late or electronic submissions will not be accepted.
Questions	Submit in writing to: glenn.michalowski@raymondmaine.org Subject line: "Legal Services RFP – Question"
Anticipated Award	Select Board approval required; anticipated August 2026

1. OVERVIEW

The Town of Raymond, Maine is soliciting proposals from qualified attorneys and law firms to provide municipal legal services on a contractual basis. The Town Attorney is appointed by the Select Board and serves as the Town's primary legal counsel, advising the Select Board, Town Manager, municipal departments, boards, and committees on a broad range of legal matters arising from municipal operations.

Services will include but are not limited to: drafting and reviewing ordinances and contracts, issuing legal opinions, representing the Town in legal proceedings, attending public meetings when requested, and providing legal support to the Zoning Board of Appeals and Planning Board as needed. The Town expects prompt, responsive, and practical legal counsel appropriate to the scale and needs of a small Maine municipality.

Raymond operates under the Maine Statutory Town Manager Plan (Title 30-A, M.R.S.A.) without a home-rule charter. The Select Board serves as the governing body and the Town Manager is the chief administrative officer. The Town Attorney serves the Board as a body; individual Board members route legal requests through the Town Manager or Board Chair.

2. TOWN PROFILE

Form of Government	Town Manager Plan (no charter) — Maine Title 30-A
Population	Approximately 4,500 year-round (expands to ~12,000 in summer)
County	Cumberland County
Incorporated	June 21, 1803
Select Board	Five members elected at-large, staggered three-year terms
Regular Board Meetings	Second Tuesday of each month, 6:00 PM
Fiscal Year	July 1 – June 30
Municipal Budget	Approximately \$9.7 million (FY2026-27, excludes schools)
School District	RSU 14 – Windham Raymond School District (separate entity)
Law Enforcement	Cumberland County Sheriff's Office (contracted)
Town Website	raymondmaine.org

3. SCOPE OF SERVICES

The Town Attorney shall provide legal services to the Select Board, Town Manager, and municipal staff as directed. Key service areas include but are not limited to the following. Proposals must indicate the firm's capability and designated principal attorney for each area in Appendix A.

General Municipal Counsel

- Legal advice to the Select Board, Town Manager, department heads, and appointed boards and committees
- Drafting and review of municipal ordinances, policies, and amendments
- Drafting and review of contracts, agreements, deeds, and easements to which the Town is a party
- Issuance of written legal opinions on municipal matters
- Attendance at Select Board meetings and other public meetings when requested
- Legal support to the Zoning Board of Appeals and Planning Board as needed

Land Use, Real Estate & Environmental

- Advising on land use enforcement, zoning, and planning matters
- Eminent domain proceedings
- Deeds, easements, title opinions, and real estate transactions
- Compliance with state and federal environmental laws

- Road, bridge, sidewalk construction and maintenance matters

Labor, Personnel & Employment

- Labor and personnel matters including hiring, discipline, termination, and employment contracts
- Personnel policy review and development
- Discrimination and civil rights claims
- Workers' compensation and employment litigation

Finance, Taxation & Debt

- Tax assessment and lien matters
- Collection of unpaid taxes, fines, and other monies owed to the Town
- Municipal bond counsel or coordination with bond counsel
- Advice regarding insurance coverage and claims

Litigation & Representation

- Representation in administrative hearings and civil litigation not covered by insurance
- Defense of municipal officials and Town staff in legal claims
- Prosecution of ordinance violations
- General litigation on behalf of the Town or its officials

Training & Compliance

- Annual Freedom of Access Act (FOAA) training for elected officials and staff
- Training on harassment prevention, ethics, and municipal governance
- Advising on public records requests and subpoenas
- Proactive legal guidance to minimize litigation exposure

4. EVALUATION CRITERIA

Proposals will be evaluated based on the following criteria. The Town reserves the right to conduct oral interviews with shortlisted firms.

Evaluation Criterion
Qualifications and depth of experience in Maine municipal law
Experience with Title 30-A Town Manager Plan municipalities
Proposed attorney's familiarity with land use, labor/employment, and general municipal practice
Fee structure — hourly rates and overall projected cost to the Town
Responsiveness and turnaround time standards for inquiries
Availability for evening Select Board meetings and other public meetings
Capacity to provide FOAA, ethics, and harassment training
Quality and relevance of municipal references
Firm's plan for legal transition and continuity of service

Evaluation Criterion
Optional oral interview (at Town's discretion)

The Town reserves the right to accept or reject any or all proposals, to waive informalities, and to contract with multiple attorneys or firms in different subject matter areas if deemed in the best interest of the Town. Award is subject to Select Board approval.

5. REQUIRED PROPOSAL CONTENTS

Proposals must include the following. Incomplete submissions may be disqualified. See Appendix A and Appendix B for required forms.

1. Completed Appendix A — Service Area Checklist
2. Completed Appendix B — Firm Information and Fee Schedule
3. Resumes for all attorneys proposed, including the designated Town Attorney
4. List of current or recent municipal or comparable government clients with references (name, title, phone, email) for a minimum of three (3)
5. Certificate of professional liability insurance (minimum \$1,000,000 per claim)
6. Detailed description of billing practices — hourly rates for all billing categories, expense billing policy, and travel billing policy
7. Written statement of response time standards for routine inquiries, urgent matters, and after-hours emergencies
8. Plan for legal transition and delegation of services in the event of attorney unavailability or firm changes
9. Description of the firm's approach to proactive, litigation-prevention legal counsel
10. Statement of digital capabilities — Microsoft Office format compatibility required; email transmission required

6. SUBMISSION REQUIREMENTS AND DEADLINE

Proposals must be received by the Town Manager's office no later than:

Thursday, July 10, 2026 | 10:00 AM | Prevailing Eastern Time

Proposals must be submitted in a sealed envelope clearly marked:

"Legal Services Proposal – Town of Raymond"

Deliver to:

Glenn Michalowski, Town Manager

Town of Raymond
401 Webbs Mills Road
Raymond, ME 04071

Proposals must include one (1) original, five (5) printed copies, and one (1) digital copy (PDF) on a USB thumb drive, all enclosed in the sealed envelope. Late submissions will not be accepted. Electronic submissions will not be accepted.

Questions regarding this RFP must be submitted in writing by email to glenn.michalowski@raymondmaine.org with the subject line "Legal Services RFP – Question." Responses to questions of general applicability will be distributed to all known prospective proposers.

7. GENERAL TERMS AND CONDITIONS

- The Town of Raymond reserves the right to reject any or all proposals, to waive formalities, and to negotiate contract terms with the selected firm.
- This RFP does not constitute a contract or commitment to award, and the Town will not reimburse any costs incurred in the preparation of a proposal.
- All proposals become the property of the Town of Raymond and are subject to Maine's Freedom of Access Act (1 M.R.S. § 401 et seq.) upon submission.
- The selected firm will be required to execute a professional services contract with the Town of Raymond approved by the Select Board.
- The Town Attorney serves the Select Board as a body. Individual Selectmen and staff route legal requests through the Town Manager or Board Chair. The Town Attorney does not represent individual officials in personal matters.
- The selected firm must maintain professional liability (errors and omissions) insurance of at least \$1,000,000 per claim throughout the engagement and provide current certificates upon request.
- Any conflict of interest — actual or potential — with the Town of Raymond, its officials, employees, boards, or committees must be disclosed in the proposal.

APPENDIX A — SERVICE AREA CHECKLIST

Place a check (✓) next to each service area the firm agrees to perform. Identify the principal attorney responsible for each area. This list is representative and not exhaustive; the selected firm agrees to perform other legal work as reasonably requested by Town officials.

✓	Service Area	Principal Attorney
<input type="checkbox"/>	Municipal governance, Select Board advisory work, and Town Manager support	Principal Attorney: _____
<input type="checkbox"/>	Freedom of Access Act (FOAA) compliance, public records requests, and open meeting law	Principal Attorney: _____
<input type="checkbox"/>	Drafting and review of municipal ordinances and related amendments	Principal Attorney: _____

✓	Service Area	Principal Attorney
<input type="checkbox"/>	Preparation and review of contracts, agreements, and procurement documents	Principal Attorney: _____
<input type="checkbox"/>	Labor and personnel matters — hiring, discipline, termination, employment contracts	Principal Attorney: _____
<input type="checkbox"/>	Discrimination and civil rights claims	Principal Attorney: _____
<input type="checkbox"/>	Land use enforcement, zoning advisory work, and Planning Board support	Principal Attorney: _____
<input type="checkbox"/>	Zoning Board of Appeals representation and advisory support	Principal Attorney: _____
<input type="checkbox"/>	Deeds, easements, title opinions, and real estate transactions	Principal Attorney: _____
<input type="checkbox"/>	Eminent domain proceedings	Principal Attorney: _____
<input type="checkbox"/>	Road, bridge, sidewalk construction and maintenance matters	Principal Attorney: _____
<input type="checkbox"/>	Compliance with state and federal environmental laws	Principal Attorney: _____
<input type="checkbox"/>	Tax assessment and lien practices	Principal Attorney: _____
<input type="checkbox"/>	Collection of unpaid taxes, fines, and other monies owed to the Town	Principal Attorney: _____
<input type="checkbox"/>	Advice regarding insurance coverage and insurance claims	Principal Attorney: _____
<input type="checkbox"/>	Municipal bond counsel or coordination with bond counsel	Principal Attorney: _____
<input type="checkbox"/>	Representation in administrative hearings and civil litigation (not covered by insurance)	Principal Attorney: _____
<input type="checkbox"/>	Defense of municipal officials and Town staff in legal claims or prosecutions	Principal Attorney: _____
<input type="checkbox"/>	Prosecution of violations of Town ordinances	Principal Attorney: _____
<input type="checkbox"/>	General litigation on behalf of the Town or its officials	Principal Attorney: _____
<input type="checkbox"/>	Solid waste and public works legal matters	Principal Attorney: _____
<input type="checkbox"/>	Annual FOAA training for elected officials and staff	Principal Attorney: _____
<input type="checkbox"/>	Harassment prevention and ethics training	Principal Attorney: _____
<input type="checkbox"/>	Attendance at Select Board meetings when requested	Principal Attorney: _____
<input type="checkbox"/>	Attendance at Planning Board, ZBA, or other board/committee meetings when requested	Principal Attorney: _____

✓	Service Area	Principal Attorney
<input type="checkbox"/>	Fire and public safety practices	Principal Attorney: _____
<input type="checkbox"/>	Education law (as applicable to municipal operations)	Principal Attorney: _____
<input type="checkbox"/>	Cable franchise agreement review and interpretation	Principal Attorney: _____
<input type="checkbox"/>	Other areas of expertise (please specify): _____	Principal Attorney: _____

APPENDIX B — FIRM INFORMATION AND FEE SCHEDULE

Complete all fields. Attach additional sheets as necessary.

FIRM INFORMATION

Name of Firm	
Mailing Address	
Physical Address	
Telephone	
Email Address	
Website	
Name of Proposed Town Attorney	
Bar Admission(s)	
Years in Municipal Practice	
Estimated % of Practice in Municipal Law	
Microsoft Office Format Compatibility	<input type="checkbox"/> Yes <input type="checkbox"/> No
Documents Transmitted via Email	<input type="checkbox"/> Yes <input type="checkbox"/> No
Professional Liability Insurance Carrier	
Coverage Limits	\$ _____ per claim / \$ _____ aggregate

FEE SCHEDULE — HOURLY BILLING

Billing Category	Rate / Terms	Notes
Attorney (Town Attorney / Senior)	\$_____/hour	<input type="checkbox"/> Includes any applicable discount
Associate Attorney	\$_____/hour	
Paralegal	\$_____/hour	
Clerical / Administrative	\$_____/hour	
Other Staff (describe)	\$_____/hour	
Legal Research (e.g., Westlaw)	\$_____/hour or flat pass-through	
Travel Time	<input type="checkbox"/> Both ways <input type="checkbox"/> One way <input type="checkbox"/> No charge	
Mileage	\$_____/mile (IRS rate or other: _____)	
Photocopying / Printing	\$_____/page or <input type="checkbox"/> No charge	
Other Costs (describe)		

REFERENCES

Provide a minimum of three (3) municipal or comparable government client references:

Reference 1

Municipality / Organization	
Contact Name & Title	
Phone	
Email	
Nature of Representation	
Dates of Service	

Reference 2

Municipality / Organization	
Contact Name & Title	
Phone	
Email	
Nature of Representation	
Dates of Service	

Reference 3

Municipality / Organization	
Contact Name & Title	
Phone	
Email	
Nature of Representation	
Dates of Service	

ADDITIONAL INFORMATION

Response Time Standards:

Please describe your firm's standard response times for: (a) routine inquiries from the Town Manager; (b) urgent matters requiring same-day response; (c) after-hours emergencies.

Legal Transition Plan:

Describe your plan for continuity of service in the event of attorney unavailability, firm changes, or transition to a new firm.

Litigation Prevention Approach:

Describe your approach to proactive, preventive legal counsel to minimize the Town's litigation exposure.

Conflict of Interest Disclosure:

Disclose any actual or potential conflicts of interest with the Town of Raymond, its officials, employees, boards, or committees.

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