TOWN OF GREENWICH, NEW YORK
REQUEST FOR PROPOSALS (RFP)
FOR TOWN BOARD COUNSEL

The Town of Greenwich, New York is seeking proposals from qualified law firms to represent the Town Board of the Town of Greenwich beginning in 2027. The scope of services will encompass a wide range of legal matters pertinent to the operations and governance of the Town of Greenwich and the special districts within the Town.

Scope of Services:

A. Town Attorney services including, without limitation, the following:
    i. Attendance at Town Board meetings, unless excused by the Town Supervisor, attendance at other board and commission meetings on request by the Town Supervisor or his designee; attendance at telephone conferences with Town officials and employees, as needed; and
    ii. Provide legal advice, written legal opinions, and consultation on all matters affecting the Town to the Town Board, Town Supervisor, boards, commissions, committees, officers, and employees of the town, as requested by the Town Board, the Town Supervisor, or his designee, in the following areas of municipal law: land use, environmental, toxics, mining, water, personnel, code enforcement, redevelopment, housing, cable television, finance, franchising, contracts, electricity, waste management, transportation, enterprise and other matters, except where conflicts exist or where the Town Board may otherwise direct. The Town of Greenwich has separate retained counsel for the Planning Board and Zoning Board of the Town of Greenwich; and
    iii. Prepare or review necessary legal documents such as ordinances and resolutions; all agreements of any nature; all real property instruments of any nature including purchase agreements and escrows, leases, covenants, deeds, easements and licenses; public works construction documents including bid specifications, contracts, bonds, insurance, liens and related documents; memorandums of understanding; franchise agreements; and all similar documents, all as requested by Town; and
B. The Town Attorney may represent and advise the Town, as special counsel, and as requested and authorized by the Town Board on litigation matters, administrative proceedings, arbitration proceedings, litigation management and/or oversight, as Town prosecutor and supervising outside legal services, if any.
C. The Town Attorney will keep the Town informed as to the progress and status of all matters pending in accordance with such procedures as the Town may establish from time to time. They are expected to manage, control and oversee the delivery of legal services in a competent, professional, and cost-effective manner.

Submission Requirements:

Interested law firms should submit a proposal that includes the following:

- Cover letter expressing interest in being retained to represent the Town Board and describing the law firm.
- Detailed description of the law firm's qualifications to represent the Town Board, including relevant experience in municipal law.
- Resumes of key personnel who will be involved in providing legal services to the Town; and a statement of which attorney is proposed to attend Town Board meetings.
- Reference contact information at other municipalities represented by the law firm.

- A clear statement of the law firm's proposed fee structure and billing practices, including hourly rates and a schedule of expenses or disbursements charged. This should include a yearly contracted price as well as an hourly rate for any matters that may fall outside the scope of the usual and customary legal matters of the Town Attorney.
- Proof of malpractice insurance in an amount of not less than $1,000,000.
- A statement that the party has implemented a written policy addressing sexual harassment prevention in the workplace meeting the requirements of Section 201-G of the New York State Labor Law.

Submission Instructions and Deadline:

Submit proposals by 12:00 pm on Friday, November 13, 2026 by email to supervisor@townofgreenwichny.gov or addressed to:

Town of Greenwich
Supervisor Jim Mumby
2 Academy Street
Greenwich, NY 12834

Reservation of Rights

The Town reserves the right to reject all proposals and to hire other counsel of its choosing, to waive any defects or irregularities in any submission, and to accept the proposal deemed to be in the best interest of the Town. The issuance of this RFP does not obligate the Town to award a contract or to pay any costs incurred in the preparation of a proposal in response to this RFP.

For further questions or more information, please contact: Jim Mumby, Town Supervisor at supervisor@townofgreenwichny.gov or by phone at 518-692-7611 ex 102.