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Request for Qualifications (RFQ) Municipal Legal Counsel Services

General Information

Issuing Entity: Town of Londonderry, New Hampshire
RFQ Title: Request for Qualifications – Municipal Legal Counsel Services
RFQ Number: RFQ-2026-10
Issue Date: March 4, 2026
Qualifications Due: 5 p.m., April 22, 2026
Submittal by Email to: smulholland@londonderrynh.gov

RFQ Contact:
Shaun Mulholland, Town Manager
603-432-1100 x 401
smulholland@londonderrynh.gov

1. Introduction and Purpose

The Town of Londonderry, New Hampshire (“Town”) is soliciting statements of qualifications from experienced and qualified attorneys or law firms (“Firm” or “Firms”) to provide municipal legal counsel services to the Town on a contractual basis.

The Town seeks counsel with substantial experience in New Hampshire municipal law, including but not limited to municipal governance, right-to-know law, planning and zoning, land use, taxation and assessment appeals, labor and employment, contracts and procurement, code enforcement, and general civil litigation.

The Town may select:

- A single firm to provide comprehensive municipal legal services; or
- Multiple firms to provide specific components (e.g., general town counsel, land use, labor/employment), if determined to be in the Town’s best interest.

2. Background – Town of Londonderry

Londonderry is a growing New Hampshire community with a population of approximately 27,100 residents. The Town operates under a Town Council/Town Manager form and provides a full range of municipal services, including police, fire, public works, planning and development, recreation, and general government services.

The Town regularly addresses issues related to:

- Planning and zoning, development review, and land use
- Tax assessment and abatement appeals
- Collective bargaining and personnel matters
- General municipal governance, contracts, and procurement
- Civil litigation and enforcement actions, as needed

Additional information about the Town, including budgets and annual reports, is available on the Town's website at www.londonderrynh.gov.

3. Scope of Services

3.1 General Counsel

- Advise the Town Council, Town Manager, departments, boards, and commissions on all aspects of municipal law.
- Draft, review, and/or negotiate ordinances, regulations, policies, contracts, leases, MOUs, inter-municipal agreements, and other legal instruments.
- Provide opinions on statutory interpretation, charter and ordinance issues, and ethics/conflict-of-interest matters.

3.2 Planning, Zoning, and Land Use

- Advise Planning Board, Zoning Board of Adjustment, Conservation Commission, and related boards.
- Assist with development agreements, subdivision and site plan approvals, and enforcement.
- Represent the Town in land use appeals before the Superior Court and other tribunals.

3.3 Taxation and Assessing

- Advise on property tax assessments, abatements, exemptions, and current use.
- Represent the Town in tax appeals before the Board of Tax and Land Appeals and Superior Court.

3.4 Labor & Employment

- Provide advice on personnel matters, discipline, grievances, and workplace policies.
- Assist with collective bargaining, contract administration, and labor relations, as needed.

3.5 Litigation and Administrative Proceedings

- Represent the Town in civil actions in state and federal courts, administrative hearings, and other proceedings, when assigned.
- Coordinate with the Town's insurers and insurance defense counsel, as applicable.

3.6 Meetings and Training

- Attend Town Council and other board/committee meetings as requested.
- Provide training for elected officials and staff on topics such as RSA 91-A, conflicts of interest, ethics, governance, and land use law.

3.7 Availability and Reporting

- Provide timely responses to routine inquiries (e.g., within one business day for non-urgent matters).
- Provide regular status updates on significant matters and litigation.
- Submit detailed monthly invoices describing services provided, time spent, and personnel involved.

The Town reserves the right to modify the scope of services during contract negotiations.

4. Term of Engagement

The Town anticipates entering into a professional services agreement with the selected Firm(s) for an initial term of three to five years, with options to renew for additional periods upon mutual agreement, subject to annual appropriation and the Town's right to terminate for convenience or cause.

5. Minimum Qualifications

- Be duly licensed to practice law in the State of New Hampshire, with all attorneys assigned to Town work in good standing with the New Hampshire Bar.
- Demonstrate at least five years of significant experience representing New Hampshire municipalities or comparable local government entities in the areas identified in the Scope of Services.

- Maintain adequate professional liability (errors and omissions) insurance and other insurance required by the Town.
- Affirm that the Firm has no conflict of interest that would preclude it from representing the Town and agree to disclose any potential conflicts that arise during the engagement.

6. Submission Requirements

Firms shall submit an electronic copy (PDF) of their Statement of Qualifications. Submittals shall be organized in the following order and include, at a minimum:

1. Cover Letter
2. Firm Profile
3. Proposed Team
4. Relevant Experience
5. Approach and Capacity
6. References
7. Fee Structure
8. Insurance
9. Required Forms/Certifications

7. Evaluation Criteria

The Town will evaluate and rank submittals based on, but not limited to, the following factors:

- Experience and qualifications in municipal law, with emphasis on New Hampshire
- Qualifications and experience of assigned attorneys and staff
- Quality of prior work and references
- Understanding of the Town's needs and proposed approach
- Fee structure and overall value
- Demonstrated capacity to handle the Town's anticipated workload and timelines

8. Selection Process

1. Review of Statement of Qualifications by the Town's Selection Committee.
2. Shortlisting of top-ranked Firms.
3. Interviews with shortlisted Firms (in person or virtual).
4. Reference checks for Firm(s) under final consideration.
5. Negotiation of terms, including scope, staffing, and fee structure, with the top-ranked Firm(s).
6. Recommendation of the preferred Firm(s) to the Town Council.
7. Formal award and execution of a professional services agreement, subject to all required approvals.

9. General Terms and Conditions

- Addenda: Any changes to this RFQ will be by written addendum posted on the Town's website and/or distributed to known holders of the RFQ.
- Public Records: Submittals may be subject to disclosure under New Hampshire's Right-to-Know Law (RSA 91-A).
- Costs of Preparation: All costs associated with preparing and submitting qualifications are the sole responsibility of the Firm.
- Non-Discrimination: Firms shall comply with all applicable federal and state laws and regulations regarding non-discrimination and equal opportunity.
- Conflicts of Interest: Firms must disclose any actual or potential conflicts of interest and describe how such conflicts will be avoided or mitigated.

10. Questions and Clarifications

All questions regarding this RFQ must be submitted in writing by March 24, 2026 by 5 pm. to:

Shaun Mulholland, Town Manager
Town of Londonderry, NH
Email: smulholland@londonderrynh.gov

No verbal interpretations will be given. Answers to all substantive questions will be issued in writing via addendum and posted on the Town's website.

11. Anticipated Schedule

<u>Milestone</u>	<u>Date / Time</u>
RFQ Issued	March 4, 2026
Deadline for Written Questions	March 24, 2026 – 5 p.m.
Addenda (if any) Issued	March 31, 2026
Qualifications Due	April 22, 2026 – 5 p.m.
Shortlisting and Initial Evaluation Completed	May 1, 2026
Interviews with Shortlisted Firms (if held)	May 2026
Selection Committee Recommendation	June 2026
Council/Board Consideration of Award	June 15, 2026
Anticipated Start of Services	After July 1, 2026

12. Reservation of Rights

The Town of Londonderry reserves all rights to:

- Reject any or all submittals.

- Waive any minor informalities or irregularities in submittals.
- Request clarification or additional information from any Firm.
- Cancel this RFQ in whole or in part.
- Negotiate with one or more Firms.
- Select the Firm or Firms that, in the Town's judgment, best serve the interests of the Town.