

Town of Highgate, Vermont
P.O. Box 189, 2996 VT Route 78, Highgate Center, VT 05459

REQUESTS FOR PROPOSALS
Legal Services

The Town of Highgate is seeking qualified legal professionals or firms to provide comprehensive municipal legal services.

Proposals must be received at the Highgate Town Office at 2996 RT 78, PO Box 189, Highgate, VT 05459 by 3:30pm on May 5th, 2026.

The complete RFP is available on the website; alternatively, interested parties may contact Town Administrator, AJ Johnson at 868-4922 or by townadmin@highgatevt.org.

posted
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**Town of Highgate
Request for Proposals (RFP)
Legal Services
April 2026**

The Town of Highgate is seeking qualified legal professionals or firms to provide comprehensive municipal legal services. The selected attorney or firm will work closely with Town officials, boards, and departments to deliver timely, practical, and cost-effective legal guidance.

Who May Respond

This RFP is open to licensed attorneys and law firms in good standing with the State of Vermont, with demonstrated experience in municipal law and related areas.

Respondents must have the capacity and resources to provide timely and effective legal services to a municipality.

Scope of Services

The selected respondent will provide a range of legal services, which may include but are not limited to: advising Town officials and boards; providing legal opinions; assisting with ordinances, contracts, policies, and personnel; handling land use and zoning matters; and representing the Town in administrative or court proceedings as needed.

Terms of Services

The selected attorney or firm shall be appointed on an ongoing basis, subject to annual review by the Town. Continuation of services will be contingent upon satisfactory performance, mutual agreement and the needs of the Town. The Town reserves the right to terminate the engagement at any time.

Submission Requirements

The proposal should describe the firm's size, location, longevity, experience, and qualifications along with 3 relevant client references.

Proposals should include a clear description of the fee structure, including hourly rates, retainer arrangements, or other pricing models. Any additional costs or expenses should be clearly identified. The Town seeks cost-effective services but will consider qualifications and experience in conjunction with price.

Each proposal must include a disclosure of any actual or potential conflicts of interest. Respondents shall identify any past, present, or anticipated relationships with the Town of Highgate, its officials, employees, boards, or contractors that could give rise to a conflict. Proposers are expected to describe the nature of any such conflicts and the

steps that would be taken to mitigate them. Failure to fully disclose conflicts of interest may result in disqualification or termination of any resulting contract.

Instructions for Proposal Submission

All submissions must be delivered **by 3:30 p.m. on May 5th, 2026** in a sealed envelope clearly labeled "RFP - Legal Services" and addressed to

AJ Johnson, Town Administrator

PO Box 189, 2996 VT RTE 78

Highgate, VT 05459

Inquiries

Inquiries concerning this RFP should be directed to the Town Administrator's Office. All questions must be submitted in writing by the deadline specified in the RFP. Responses to inquiries may be shared with all prospective respondents.

Conditions of Proposal

All proposals submitted shall become the property of the Town of Highgate. The Town reserves the right to request additional information or clarification from respondents. Costs incurred in the preparation of a proposal are the sole responsibility of the respondent. Submission of a proposal indicates acceptance of the conditions contained in this RFP unless clearly and specifically noted otherwise in the proposal.

Right to Reject

The Town of Highgate reserves the right to reject any or all proposals, to waive any informalities or irregularities in the proposals received, and to accept the proposal deemed to be in the best interest of the Town.

Notification of Award

The Town will notify the selected respondent following the evaluation of proposals. Contract negotiations may follow selection prior to final award.