



TOWN OF LITCHFIELD, CONNECTICUT
REQUEST FOR QUALIFICATIONS (RFQ)
LAND USE ATTORNEY LEGAL SERVICES

SUBMISSION DEADLINE: June 18, 2025, 9:30 a.m.

SUBMISSION CONTACT INFORMATION:

Denise Raap
First Selectman
Town of Litchfield 74 West Street, P.O. Box 488
Litchfield, CT 06759
860-567-7550
nyarrish@townoflitchfield.org

Proposals will be accepted in electronic format only, preferably in a PDF version.

Purpose

The Town of Litchfield (“the Town”) is seeking submittals from qualified firms or individuals to provide Land Use Attorney legal services. The selected attorney or firm will work with the Town’s land use boards, commissions, and staff on a range of matters related to planning, zoning, and other development-related legal issues.

Description of Engagement

The Land Use Attorney will provide legal advice and representation to the following entities:

- Planning and Zoning Commission
- Inland Wetlands Commission
- Zoning Board of Appeals
- Town staff

Legal services will address issues including, but not limited to:

- Land use and zoning regulations
- Code enforcement
- Easements, including Public Works
- Freedom of Information Act (FOIA) compliance
- Affordable housing applications and related legal issues



Scope of Services

The Town invites submittals from appropriately qualified firms to provide Land Use Attorney legal counsel. Duties are expected to include, but are not limited to:

- Representing the Town in legal proceedings involving land use matters
- Advising land use boards, commissions, and officers on legal matters, powers, and duties
- Preparing legal opinions, land use regulation amendments, and decision resolutions
- Drafting and reviewing contracts, documents, and correspondence related to land use matters
- Advising the Town and its land use authorities on appeals, settlements, and litigation strategy
- Supporting the Board of Selectmen and Town Attorney with legal updates and litigation status reports

Submittal Requirements

Interested firms must submit the following in electronic format (PDF preferred):

- Letter of interest summarizing qualifications and relevant experience
- Firm brochure (if available)
- Resumes for key personnel
- Description of experience with similar municipal or land use legal work
- Specific experience with affordable housing matters
- List of references
- Rate schedule for services

Submissions should be directed to:

Denise Raap, First Selectman
nyarrish@townoflitchfield.org

Deadline for Submission:

Wednesday, June 18, 2025, 9:30 a.m.

Evaluation and Selection

The Town intends to “short-list” firms and conduct interviews with selected respondents. Evaluation will be based on:

- Qualifications and experience with similar engagements
- Knowledge of municipal and land use law
- Demonstrated experience with affordable housing legal issues
- Ability to provide timely and effective legal services
- Fee structure and cost-effectiveness
- References



The selected firm will be required to maintain professional liability insurance coverage of at least \$1 million. It must comply with all municipal, state, and federal affirmative action and equal employment opportunity guidelines.

Disclaimers

The Town does not express or imply any obligation to reimburse responding firms for expenses incurred in preparing submissions. The Town reserves the right to:

- Reject any or all submissions
- Select a firm in a manner deemed in the Town's best interest
- Waive any informalities or irregularities